

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 08, 2023
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner (Absent)	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)	Kevin Vay	Captain

Call to order: Meeting was called to order by Commissioner Milton at 4:00pm.

Approval of agenda:

Commissioner Ellingson moved to approve the 02/08/2023 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard requested to move the Fire Academy MOU to Discussion Item #3 and move the Mutual Aid Agreement Renewal to Action Item #3. Motion was called with a unanimous vote to approve the 02/08/2023 agenda as amended.

Public Comment: There was no public in attendance.

Executive Session: Chief Gillard requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations & RCW 42.30.110(1)(g) to review the performance of an employee. At 5:22 pm Commissioner Milton called for a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations & RCW 42.30.110(1)(g) to review the performance of an employee. At 5:32 pm Commissioner Milton closed the executive session and reopened the regular meeting. There was no action 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. January 25, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Quinn moved to approve the 02/08/2023 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 02/08/2023 consent agenda.

2. **Mutual Aid Agreement Renewal with Navy Region North West (NRNW)**

Chief Gillard noted that the current NRNW agreement needs to be updated and renewed; some reimbursement language needs to be added. Chief Gillard requests that the board approve the Mutual Aid Agreement with NRNW. Commissioner Ellingson asked who would have incident command. Chief Gillard stated that it is dependent on the location of the incident.

Commissioner Quinn moved to approve the Mutual Aid Agreement with NRNW. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the Mutual Aid Agreement with NRNW.

- 3. Approval of Kitsap County Electric District Questionnaire:** AD Sawyers shared the questionnaire with the Board to verify accuracy. Commissioner Milton stated his phone number needed to be updated.

Commissioner Ellingson moved to approve the information provided in the questionnaire to be submitted. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the information provided in the questionnaire to be submitted.

Discussion Items:

- 1. Staffing/Hiring:** Chief Gillard discussed the current staffing. All new firefighters have been on boarded with the department. Two will be assigned shifts next week, and the third will attend EMT school. The Administrative Specialist is to start in early March. Interviews for the Facility Manager position are set for 2/21/2023. There were 56 applicants, with ten receiving interviews. Chief Gillard presented a conditional offer to fill the fourth firefighter position. Commissioner Uberuaga asked for an update on the applicant who received military orders before completing pre-employment processing. AD Sawyers stated that he received military orders through 09/30/2023 with the likely hood of an extension until 05/2024.
- 2. SMMC ED Crises:** Chief Gillard updated the Board on the current SMMC crises. The task force is still meeting regularly. The department received metrics for January 2023, and there was moderate improvement in wait times, with the most extended times centered on the first week. There was a dramatic improvement towards mid-January. Chief Gillard reviewed RFP for the health district; they had eight responsive bidders with costs ranging from 60k to 490k. The review takes six months to analyze healthcare as an entirety. Commissioner Uberuaga commented how great the staff was at his most recent visit; what does the hospital do when there are mental health patients? Chief Gillard stated there are policies in place to assist patients in crises. Commissioner Milton asked if the Health Department could work with local facilities to take more patients for post-care, alleviating pressure on the hospital. Are there laws or reimbursement schedules that can assist with funding? Chief hopes the health care analysis will help identify the weakness and where legislation and other programs can help. Chief Gillard also mentioned the potential of the formation of a Health District.
- 3. Fire Academy MOU-** Chief Gillard updated the board on the Fire Academy MOU development status. The department is currently working with the bargaining unit to assign an instructor to the fire academy. There are some rules that surround the fire academy that is different than the CBA. Still working through the assignment portion and obtaining information from other departments.

Informational Items:

- 1. CARES:** Chief Gillard stated that the program is going well. Legislation Day is coming up, and funding for CARES will be one of the topics. The fire chiefs are looking to see if funding for integrated mobile health will be available. The department is looking at long-term goals and funding for the CARES program. Currently, the department is working with the City of Poulsbo. Central Kitsap Fire & Rescue and East Jefferson have launched their CARES program. Other local cities are looking at adopting similar programs. Commissioner Milton asked how the CARES team supports community members in

need. Chief Gillard stated the CARES team works on getting them the resources based on their condition, which may range from homelessness to mental health. Chief Gillard said the CARES team intends to help reduce emergency visits by utilizing the CARES to assist before needing to call 911. Chief Gillard wanted to mention that the Chamber of Commerce awarded Dave Musselman, and Battalion Chief Rahl and Firefighter Keeley were nominated for their work with the department.

2. **Facilities Update:** Chief Gillard commended BC Zeigler for working hard to repair things while we worked on getting the Facility Manager position filled. The most significant issue has been the water heater at station 77, which broke two weeks ago. The department received a bid to get a new water heater installed for around \$9,000. The crews have been phenomenal in dealing with the lack of hot water. Commissioner Ellingson asked if we were out of the contract with NKFR and BIFD. Chief Gillard said yes and that if we need to use their facility manager for emergent issues, we can. The RFQ is out for a Design-Build Project Team to build Station 76; the department extended the time frame to allow for more opportunities for bids. The RFQ submittals are due 03/08/2023.
3. **Kitsap 911 MCT/Radio:** Chief Gillard stated there needs to be more clarity over the disbursement and funding for their new MCTs purchased with tax funds to Kitsap 911. It was said that mounting hardware would only be provided for the medic units and limited to additional units—any new apparatus the district would be required to replace on its own. Funding was for a system, not a one-time purchase, so more clarification is needed. Commissioner Ellingson stated that taxes would fund the fire and police agencies. They were still working on the distribution plan. DC Russell said there would be a showing in the next few weeks to determine the best Vendors for NFAP-rated radios for firefighters and the police department. Two of the four are NFAP-rated vendors. Commissioner Ellingson will participate in the RFP review to ensure that the RFP will match the needs of the agencies. Commissioner Milton asked if a replacement plan should be budgeted for the radios. The taxes received from Kitsap 911 is to assist in the funding of replacement.
4. **Apparatus:** Chief Gillard updated the Board on the current status of the E-One delivery. After speaking to attorneys, the District can cancel the contract based on the extended delay time. One concern is that if the delivery gets delayed passed August 2023 that the District cannot continue to wait. The District is going to request what specific materials are being delayed. Look at putting rhetoric regarding penalty charges in the future to help avoid a one-year delay. Commissioner Milton asked if we bought this through the E-One manufacturer or a distributor and if there was a way to get an engine on loan. Chief Gillard stated we purchased through a vendor and will look at alternatives.
5. **Financial Report-** FM Luther discussed the 2022 end-of-year budget. The revenue was 1.8% above the expenditure was 2.5% under. Overtime was 8.5% under budget. In December, 1.94% was received for investments. Commissioner Milton asked if there had been a change in tax revenue. Wendy stated there was an increase in tax income. The COVID reimbursement is expected at the end of the month.

Commissioner and Staff Comments:

Commissioner Ellingson: noted that there are plans for a new hotel and residence in Port Gamble and asked if we were following future developments. Chief Gillard stated that there had not been anything submitted to the County. Commissioner Ellingson said the District should be looking at impact fees in the future on some of the expected commercial development. Commissioner Ellingson also stated that the District should include improvements to Station 71.

Commissioner Quinn: Do we know when the next SAB meeting will be? Chief Gillard is hoping to set up a meeting in mid-June. Commissioner Quinn also asked how Hudson is doing (fire dog) in the station. Chief Gillard stated that he has been doing well and is an excellent addition to the department.

Chief Gillard: Completing the evaluations for the group and would appreciate an evaluation being conducted on him. A citizen complaint was verbalized, and we are waiting for more information. Met with the prosecuting attorney regarding the ballot language regarding renew/restore vs. the word increase in the language, will have more details soon. Commissioner Milton asked if it would be worth sending out cards, asking how we did. AD Sawyers stated that cards are sent out to transported patients but have not been sent due to the lack of administrative support. Commissioner Milton asked if there was a policy on changing smoke detectors. Chief Gillard stated we try and help the community when needed for smoke alarms based on the availability of the crews.

Public Comment: Public Not Present

Good of the order:

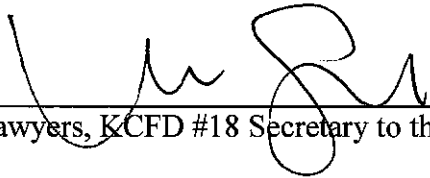
Next Regular Meeting **Wednesday, February 22, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, February 28, 2023 19:00 via Zoom™**

PDC Filing due April 15th, 2023

Adjourn: The meeting was adjourned by common consent at 5:33 PM

ATTEST:



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