

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 22, 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)	Kevin Vay	Captain

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

Approval of agenda:

Commissioner Uberuaga moved to approve the 02/22/2023 agenda. Commissioner Ellingson seconded. Discussion: It was requested to add Information Item #8, "legislative report" and MOU MERP Contributions to Action Item #4. Motion was called with a unanimous vote to approve the 02/22/2023 agenda as amended. Passed.

Public Comment: There was no public in attendance.

Executive Session: None

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. February 08, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (February)

Commissioner Quinn moved to approve the 02/22/2023 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 02/22/2023 consent agenda. Passed.

2. Commissioners Payroll

Commissioner Quinn moved to approve the commissioner's payroll for February in the amount of \$1,664.00. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the commissioner's payroll for February in the amount of \$1,664.00. Passed.

3. **Fire Academy MOU:** Chief Gillard discussed how the Fire Academy MOU allows District employees to work and attend the fire academy. The District will send a lieutenant to act as an instructor; the MOU discusses changes that will affect the employee's wages, schedule, and backfilling needs of the District during this temporary assignment. The employee assigned to the Fire Academy will be given a flexible schedule. Commissioner Ellingson was under the assumption that we were not going to be sending an instructor and asked what had changed. Chief Gillard stated that since we have the float position filled,

there will be no additional cost to the District. The District anticipates having two employees attend, so providing an instructor will be valuable. Chief Gillard stated that all Districts are required to support the academy, and involvement was essential since Kitsap County is hosting a fire academy for the first time. Commissioner Ingalls asked what the cost to the District is for sending employees to the fire academy. Chief Gillard stated that costs are going to be finalized at the end.

Commissioner Uberuaga moved to approve the Fire Chief to sign the Fire Academy MOU. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the Fire Chief to sign the Fire Academy MOU. Passed.

- 4. MOU MERP Contributions:** Chief Gillard informed the board that the bargaining unit would like to increase contributions from \$150.00 to \$175.00. This is a medical retirement plan and there is no expense to the District.

Commissioner Uberuaga moved to approve the Fire Chief to sign the MERP Contributions MOU. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the Fire Chief to sign the MERP Contributions MOU. Passed

Discussion Items:

- 1. Staffing/Hiring:** AD Sawyers updated the board on the current status of recruitment efforts. On 02/21/2023 the District interviewed eight applicants for the Facility Manager position. There were over 50 resumes received for this position. The final three applicants will be invited for a Fire Chief interview to be conducted 03/03/2023. Carissa Robideaux who has been selected to fill the Administrative Specialist position will start 03/06/2023. Commissioner Milton asked the status on the District phone system. AD Sawyers stated the voicemail hard drive was damaged and has since been replaced. The phone system is now in a working status.
- 2. SMMC ED Crises:** Chief Gillard updated the Board on the current SMMC crises. Data suggests wait times are improving, but we are still working on permanent solutions. Several sub-committees are working on solutions to help drive down wait times, such as; implementing integrated mobile healthcare, better status notification, and diverting options. Next week there is a presentation at the state board from Thurston County formalizing a program to use EMTs in the ER to assist with triage assistance. Commissioner Milton asked if there was any action in the community to help with the long-term Medicare and facility issues. Chief Gillard noted that healthcare will only be improved by changing legislation and how reimbursement works. Commissioner Quinn commented that there are still concerns with staffing in healthcare systems. Chief Gillard also stated that GEMT would no longer reimburse for the engine crew and non- transports.

Informational Items:

- 1. CARES:** Chief Gillard stated that the CARES program is going well. There is legislation concerning the 988 Mental Health Crises Line designed to reduce calls to 911 and provide citizens resources for people in crisis. There are still discussions on ensuring that EMS and Law Enforcement are involved to a certain extent.
- 2. Facilities Update:** Chief Gillard updated the board on facilities. Station 77 needed a water heater replaced, which cost the District about \$9600.00. Chief appreciated the crews dealing with no hot water for a few weeks.

3. **Kitsap 911 MCT/Radio:** Chief Gillard stated that FF Holmberg and BC Becker are participating in a radio review in the next few weeks. The radios must be NFPA certified. County fire and police chiefs are drafting a replacement plan for the radios to submit to Kitsap 911. There needs to be clarity on the funding of replacements of the MCTs. Commissioner Ellingson stated that Kitsap 911 should be doing the installation. Commissioner Milton commented that the radios must be able to access all frequencies for safety. Financial stability and safety are priorities.
4. **Apparatus:** Chief Gillard updated the Board on the current status of the E-One delivery. The District received a response from Cascade Fire regarding the delayed delivery. Though they cannot guarantee a delivery date, they hope to deliver in the third quarter. On a positive note, the cost will remain as contracted, which due to inflation, would be significantly higher if we had ordered today.
5. **Financial Report-** FM Luther discussed there were no concerns or significant changes.
6. **Overtime Report:** DC Russell went over the overtime report. The District is at 2% of the OT budget. There were some CARES and COVID overtime which will receive some reimbursement.
7. **Operations Report:** DC Russell covered the January Operations Report. In January, the District responded to 340 calls which was mildly lower than in January 2022. January 2022 had a significant winter storm, contributing to the higher number of calls. The District responded to 29 mutual aid calls and received mutual aid on 29 calls. Mutual aid is provided more to North Kitsap Fire & Rescue and Bainbridge Island Fire Department. However, we get more service from Central Kitsap Fire & Rescue with some assistance from Navy Region Northwest. Port Ludlow merged with East Jefferson, allowing for more service area coverage. Commissioner Ellingson asked what the plan is when CKFR Station goes offline. Chief Gillard has received no closure dates, which must be discussed with CKFR.
8. **Legislation Day:** Commissioner Ellingson and Chief Gillard visited state representatives to discuss concerns with the legislation that impacts EMS/Fire services. Some of the issues presented were tax exemptions (legislation on exempting the first \$250,000 from property tax; however, that could be a significant hit to the fire districts and funding), Volunteer firefighter pensions, crises in healthcare and the delivery of services, removing the Fire Marshall office from state patrol (funding would be a challenge). Another topic discussed was the safety hazards concerning lithium batteries regarding potential health effects and damage to equipment fires from lithium batteries cause.

Commissioner and Staff Comments:

Commissioner Ellingson: electric fire engines are in the future, but the cost is 2.5 million dollars.

Chief Gillard: Saturday is a walk-through at 10:00 AM at the readiness center.

Commissioner Milton: asked if there was any way we can look into charging impact fees with the large amount of construction projected in Poulsbo. Chief Gillard is looking into the future of impact fees.

Commissioner Milton also asked if there was any update on building development in Port Gamble. At this time there is no movement on development.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting Wednesday, March 08, 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 5:25 PM

ATTEST:



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