

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
March 08, 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
Nichole Sawyers	Administrative Director (AD)		

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 03/08/2023 agenda. Commissioner Milton seconded. Discussion: It was requested to add Information Item #7, "PPE Safety" and Information #8 "Joint Management Group Meeting." Motion was called with a unanimous vote to approve the 03/08/2023 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 22, 2023 Regular Meeting Minutes
  - b. Vouchers

Commissioner Quinn moved to approve the 03/08/2023 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 03/08/2023 consent agenda. Passed.

2. **Facility Manager Employment Agreement-** Scott Pickard accepted the non-represented, non-exempt position of Facility Manager. Commissioner Ellingson commented on some changes that should be made before the agreement gets signed. Commissioner Quinn asked about the supervisory hierarchy for the Facility Manager position. Chief Gillard is still working on the position and foresees many changes. No action was taken.

**Discussion Items:**

1. **Staffing/Hiring:** AD Sawyers updated the board on the hiring status. Scott Pickard was selected as the Facility Manager. FF/PM Edwards is still in the pre-employment testing process. The District has one employee on long-term leave pending medical evaluations. FF/EMT Ingalls could not complete probation due to becoming injured in July 2022. The District has decided to rehire him and have him

attend the spring fire academy. FF/EMT Ingalls accepted. The District is working on the Volunteer Program and anticipates bringing six volunteers through a community EMS class.

- 2. SMMC ED Crises:** Chief Gillard shared with the board the current metrics showing the turnover times at St. Michael's Medical Center (SMMC) from July 2022 to current. The analytics show the wait times trending down, lowering overall wait times. SMMC has made significant strides in improving services. Chief Gillard stated there would be more updates regarding solutions discussed at the Region 9 Conference scheduled in late March.
- 3. Thomas J Huddleston Public Safety Award Nomination-** Chief Gillard would like to present the Thomas J Huddleston Public Safety Award to Kaitlin Murray and Chris Hammett for the life-saving measures they took to assist a member of the public suffering from a heart attack. Chief Gillard would like to present this at our recognition ceremony, which is tentatively scheduled for May 13, 2023.

#### **Informational Items:**

- 1. CARES:** Chief Gillard updated the board on the CARES program. The City of Poulsbo is working on the future vision and goals of the CARES program. The City of Poulsbo and the District continue to look for different funding options to allow the continual improvement of the program. Chief Gillard also stated some concern with House bill 1134, which provides funding for crisis response; however, it does not identify EMS or the imminent need for law enforcement to be involved.
- 2. Facilities Update:** The Station 76 RFQ for a Design Builder has been closed today. The District will be reviewing the RFQs submitted and select up to three to move forward in the process.
- 3. Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard stated the microwave project is moving forward and are being installed. The District has sent two representatives to review different radio options, test different portable radios, and ensure NFPA compliance and usability. The MCT program and funding allocation are still under discussion.
- 4. Apparatus:** There is no update on the delivery of the E-One Engine. The ladder truck committee is working on a recommendation for the future purchase of a ladder truck which is currently a four-year build time.
- 5. Capital Facilities Plan-Growth Management Act Version-** Chief Gillard is drafting a document for the future collection of mitigation fees. The Capital Improvement Plan (CIP) will be updated to reflect the next 20 years, which will help determine mitigation fees for future new construction. Commissioner Ellingson commented to ensure we look at maintenance schedules when updating the CIP. Commissioner Uberuaga brought up the potential for sharing facilities with other fire districts. Chief Gillard stated that the CIP includes the potential for adding a complex to our current property to save public funds. Commissioner Milton asked about the status of the boat house and the improvement planned. Chief Gillard stated that improvements are in the plan; their current need is fixing the doors.
- 6. Department Video:** Chief Gillard would like to update the department video. The previous video is from 2018. The video would highlight the new station, CARES program, and improvements to our department. Commissioner Ingalls asked about the pricing. Chief Gillard stated we are getting quotes.

7. **Personal Protective Equipment Concern-** Chief Gillard discussed health concerns regarding bunker gear. Many steps have been made, such as off-gassing, washing, and separating, to help reduce exposure to some chemicals embedded in the PPE. The District is looking at areas to reduce exposure, such as updating bunker gear and wearing less gear. Some challenges are reducing exposure but following legislature and NFP standards. (flame-resistant fibers and ensuring new equipment would meet all PPE standards). Commissioner Quinn asked who discovered this and why now. Recent studies show exposure to wearing PPE is causing cancer and other long-term illnesses in firefighters.
8. **Joint Management Group (JMG) Meeting:** Commissioner Ingalls and Ellingson attended a recent meeting discussing the training consortium. JMG would like Poulsbo Fire Department, North Kitsap Fire & Rescue, and Bainbridge Island Fire Department to join the group. Originally it was a \$150,000 up-front fee and \$12,000/per year. The commissioners would like to hold a tri-north meeting to further discuss this.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** attended a Kitsap 911 meeting, updated response statistics will be distributed soon. Commissioner Ellingson was elected Chair for Kitsap 911.

**Commissioner Milton:** the Rotary Club is looking at providing AED's throughout the community. Chief Gillard stated that there is a demonstration that will be scheduled and discussions for AED implementation. Commissioner Milton noted East Jefferson Fire and Port Ludlow Fire has merged to keep continuity together.

**Commissioner Quinn:** asked if there has been any feedback on the levy and the taxes. The District has not received any feedback from the community.

**Chief Gillard:** was asked to talk at the Lions Club about the Poulsbo Fire Department's culture.

**Commissioner Ingalls:** will not be physically attending the next meeting but will try and attend though Zoom.

**Public Comment:** Public Not Present

**Good of the order:**


Next Regular Meeting Wednesday, March 22, 2023 at 16:00

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

PDC Filing due April 15<sup>th</sup>, 2023

**Adjourn:** The meeting was adjourned by common consent at 5:38 PM

**ATTEST:**

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