

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 22, 2023
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner (Excused)	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Wendy Luther	Finance Director (FD)
Kevin Vay	Captain	Nichole Sawyers	Administrative Director (AD)

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

Approval of agenda:

Commissioner Quinn moved to approve the 03/22/2023 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 03/22/2023 agenda. 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. March 08, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (March)

Commissioner Quinn moved to approve the 03/22/2023 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 03/22/2023 consent agenda. Passed.

2. Commissioner Payroll (March)

Commissioner Quinn moved to approve the commissioner payroll for the month of March in the amount of \$1,920.00. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the commissioner payroll for the month of March in the amount of \$1,920.00.

Discussion Items:

1. **Staffing/Hiring:** All approved positions have been filled or offered. FF/EMT Ingalls and FF/EMT Cienega are attending the spring fire academy. FF/EMT Lindsey and FF/EMT Harrington should be a part of minimum staffing in early April. Scott Pickard has been selected for the Facility Manager position and has begun the pre-employment testing. FF/PM Edwards will be starting **on 04/03/2023**. Commissioner Milton asked if there was a second fire academy scheduled. Chief Gillard stated there is one set for September 2023.

2. **SMMC ED Crisis:** Chief Gillard discussed the progression of the Saint Michaels Medical Center (SMMC) emergency department (ED) wait times. ED times are decreasing, and overall wait times are improving. Region 9 will present this week on the task force's effectiveness and how the fire districts became involved. The fire chiefs are working on a communication plan with SMMC to communicate backlogs in admitting patients and allowing for transport to a different hospital when this occurs. The goal is to reduce ED wait times and improve overall patient quality of care. Commissioner Milton asked how the District addresses patients who request transport to another medical facility. The District transports the patient to the nearest hospital that will provide the service needed. Commissioner Milton also asked about transporting patients to an urgent care facility vs. an emergency department. Chief Gillard responded that federal funding regulations prohibit the District from these transports.
3. **Joint Management Group (JMG)** - The District is requested to join JMG. North Kitsap Fire & Rescue, Bainbridge Island Fire Department, and Poulsbo Fire Department are the only fire districts in Kitsap County that have not entered. The commissioners are requesting a Tri-North Special Meeting to discuss this further.
4. **Shared Facility Manager-ILA Termination-** Chief Gillard stated that as of January 1, 2023, the District withdrew from the Shared Facility Manager ILA.
5. **Shared Equipment & Apparatus ILA-** Chief Gillard discussed equipment and tooling details regarding terminating the Shared Facility Manager ILA. There are equipment and tools that have been invested in over the last decade between the three agencies. Chief Gillard hopes that the Districts can come to an agreement allowing sharing of specialized machinery and emergency response equipment. This framework will help formalize the sharing of resources. Commissioner Ellingson asked that cost and compensation be considered. The ILA will discuss the cost savings. No cost method/cost schedule would be needed. Commissioner Milton asked how the sharing of personnel could work. The District has not formally pursued personnel sharing except under emergency response situations. Chief Gillard stated that this could be reviewed in the future.

Informational Items:

1. **CARES:** Chief Gillard stated that the City of Poulsbo is still working on a long-range plan to include behavioral health staffing. The District is considering sustainable funding options and whether the City or District should employ the behavioral health specialist. Commissioner Uberuaga asked if metrics show low utilization since the implementation of the CARES program. Chief Gillard stated there is a significant decrease in duplicate calls. Commissioner Uberuaga asked if the CARES team gets dispatched to calls. Chief Gillard said it depends on the type of call. The CARES team primarily provides follow-up care to those who need resources or assistance. Commissioner Milton asked what they were working on. Chief Gillard stated that the current staffing allows CARES coverage five days a week, ten hours a day.
2. **Facilities Update:** The Station 76 RFQ process has been completed. The short list includes Western Ventures/Bassetti Architects, TRICO Companies/Carletti Architects and Neeley Construction/Rice Fergus Miller. There will be a site walk through next Tuesday and the RFP will be sent out today.

3. **Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard stated that the MCT plan for installation and replacement is still under review. The District has had the opportunity to work with different radio samples. There is a possibility that fire and law enforcement could have other radios since the fire service is required only to have NFPA-approved radios. Commissioner Milton asked about the current progress on the MCT discussions. One issue with the current MCT plan is obtaining hardware to mount in other apparatus to allow an MCT to be installed in another unit in the event of out-of-service equipment. Funding and allocation are still under review.
4. **Apparatus:** The District met with a Cascade Fire representative to discuss the significant delay of our E-One Engine. Cascade Fire confirmed that no other engines have been produced and offered to fly our members to their facility to inspect the new E-One once completed. The District is looking at medic unit chassis for 2025; due to time constraints, the District may need to order soon for the completion to occur in 2025. Commissioner Milton asked if we would be settling ordering so early since many changes could take place over the next two years. If we signed a contract, can the District change its mind? The challenge is that if we wait to purchase soon (general timeframes are two years out), by 2025, there may not be availability. Commissioner Ellingson asked that District look into electric vehicle requirements and future costs. Commissioner Uberuaga would like to have more information on the build time frame and order time frame. Commissioner Quinn would like to know what financially the District is committing by reserving a spot for a re-chassis in 2025.
5. **Capital Facilities Plan-Growth Management Act Version-** Chief Gillard is still working on the District twenty year plan and hopes to have a draft completed in the next few meetings.
6. **Financial Report** – FD Luther reported that there are no concerns. There was some large purchase, including uniforms and PPE for new hires. Commissioner Milton asked what District was required to pay last year when one of our apparatus was involved in a collision. FM Luther would research the cost.
7. **Overtime Report-** DC Russell discussed the overtime report for the month of February. The District is currently at 7% of the overtime time budget. The City of Poulsbo covers any overtime for the CARES team with grant funds. Commissioner Milton praised the District for using the Brush Truck during the recent snowstorm over our engines.
8. **Operations Report-** DC Russell reported that the District ran 305 calls which is a decrease compared to 2022 when the District ran 341 calls. Let it be noted that in 2022, February was hit with a severe storm which attributed to the higher call volume. The District provided mutual aid on 22 occasions and received mutual aid on 29. Last month the District had one working structure fire and a brush fire on Viking Ave. The District will be looking into the CKFR Station 51 closing plans.

Commissioner and Staff Comments:

Commissioner Ellingson: The Kitsap County Fire Commissioner meeting will be Tuesday, and the first radio status project report will be received. These reports should be monthly. Region 9 workshop has been moved to the Readiness Center. WFOA Spring Seminar is on April 22, 2023.

Chief Gillard- Two District members are being deposed of for a civil suit, and this is not directed to the District but as witnesses. The District has requested attorney presence for precautionary reasons only.

Commissioner Milton: Asked if there was any more status on a burn complaint from the summer and if there has been any updates. DC Russell has remained available and in contact with any person regarding complaints.

Public Comment: Public Not Present

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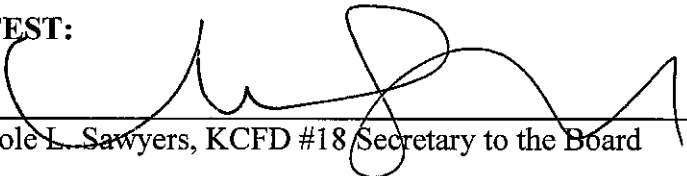
Next Regular Meeting Wednesday, April 12, 2023 at 16:00

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

PDC Filing due April 15th, 2023

Adjourn: The meeting was adjourned by common consent at 5:08 PM

ATTEST:



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