

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 12, 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)	Wendy Luther	Finance Director (FD)
Carissa Robideaux	Admin Specialist	Nichole Sawyers	Administrative Director (AD)
Kevin Vay	Captain		

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

Approval of agenda: add tri-north to item # 8 tri north meeting

Commissioner Ellingson moved to approve the 04/12/2023 agenda. Commissioner Quinn seconded. Discussion: Commissioner Ingalls requested to add Tri-North Meeting to Information Item#8. Motion was called with a unanimous vote to approve the 04/12/2023 agenda as amended. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:03 pm Chief Gillard requested a 15-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 to be conducted at the end of the regular meeting. At 5:30 pm Commissioner Ingalls called for a 15-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 until 5:45 pm. At 5:45 pm Commissioner Ingalls announced in the regular meeting, a 15 minute extension 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 until 6:00 pm. At 6:00 pm Commissioner Ingalls 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. March 22, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Quinn moved to approve the 04/12/2023 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 04/12/2023 consent agenda. Passed.

2. **Resolution 23-06 Non-Represented HRA sick leave contribution-** AD Sawyers discussed Resolution 23-06. Current non-represented (exempt) employee contracts have language that employees can choose how their sick leave balance shall be administered at separation. Under IRS tax provisions, employees are not to have an option, but the District shall require how sick leave funds are distributed annually. Upon termination or separation of employment, the non-represented exempt employees may be compensated at the current base salary rate of pay for fifty percent (50%) of accrued but unused sick leave up to 1,200 hours. The form of payout shall be by HRA contribution for 2023.

Commissioner Ellingson moved to adopt Resolution 23-06 Non-Represented HRA sick leave contribution. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt Resolution 23-06 Non-Represented HRA sick leave contribution. Passed.

Discussion Items:

1. **Staffing/Hiring:** Chief Gillard updated the board on the current hiring process. Scott Pickard, hired for the Facility Manager position, is still conducting pre-employment testing and hoping to have him on board in early May. FF/EMT Ingalls has been terminated due to failure to complete his probationary appointment. The District is working on collecting gear and changing locks; IAFF local 2819 was present. Chief Gillard also discussed backfilling the vacant FF/EMT position, reviewing paramedic applications, and the current FF/EMT hiring list.
2. **St. Michael's Medical Center Emergency Department (SMMC ED) Crisis:** Chief Gillard updated the status of the SMMC ED. Chief Gillard stated there had been incredible improvements in average ED wait times. In the last month, there has been one case of divert and excessive wait times over the previous weekend due to high call volume and lack of patient bed availability. Chief Gillard shared his gratitude for the progress with the SMMC. Poulsbo Fire Department was highlighted in the Washington Fire Commissioner's Association second quarter Fireline issue. The article highlighted the collaboration with other fire districts and how those efforts allowed for better communications with SMMC. Understanding the challenges of SMMC and emergency services allowed for improved and continued solutions that would benefit Kitsap County.

Informational Items:

1. **CARES:** Chief Gillard commented on how well the CARES program is doing. Over the next few months, we have 13 Olympic College Nursing Program nurses shadowing the team to gain experience with the department and the CARES team. The City of Poulsbo and the District are still seeking funding alternatives for the CARES team. Sustainable funding is needed as the CARES program continues to grow. Chief Gillard stated that integrated mobile health is a solution being looked into. This would allow for immediate access to healthcare professionals preventing low-acuity transports. Commissioner Ingalls asked if mental health agencies could provide some funding or manage grant funds. Chief Gillard stated that options are being reviewed. Commissioner Quinn asked if calls are increasing or steady for the CARES team. Chief Gillard noted that they have remained steady. Currently, they have focused on the geriatric needs of the community. Commissioner Quinn asked if there could be a second CARES team in the future. Chief Gillard stated there is no plan to develop a second CARES team through Poulsbo Fire. However, the CARES team concept is growing to include Central Kitsap Fire & Rescue, South Kitsap Fire & Rescue, and East Jefferson Fire, all having programs implemented or in the planning phase. The District has also trained other FF/EMTs at North Kitsap Fire & Rescue and Bainbridge Island Fire Department.

2. **Facilities Update:** Chief Gillard stated that the Station 76 project had its first proprietary meeting last Friday. However, the District has halted moving forward at this time. It was found that Hill International neglected to complete a step in the procurement process. The District is re-issuing the request for qualifications (RFQ). The RFQ will be open **through Thursday, May 18, 2023, until 3:00 pm.**
3. **Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard updated the board on the radio system replacement program. The Kitsap County fire chiefs have a meeting to further discuss the request for proposals received. The fire chiefs and Kitsap 911 are still working on replacement plan, and ownership over the cost of the MCTs.
4. **Apparatus:** Chief Gillard stated that the E-One is still scheduled for an August delivery. The District and internal committees are researching the purchase of a ladder truck. Chief Gillard said Fleet Manager Annear suggested the District reserve a spot for a chassis for 2025. Alternatives have been researched, including electric options and gas vs. diesel. Reserving a chassis is the most cost-effective method for the District. It would be a 2024 chassis. If the Districts wait to book until 2025, the re-chassis would not be ready until 2027. Chief Gillard will bring a formal quote request at the next meeting for consideration.
5. **Service Level Objectives:** DC Russell reviewed the District's Service Level Objectives and summarized how the District conducts business from a statistical standpoint. Some of the main differences from last year are that the District is not meeting the response times for 2022. Request feedback from the board before public release.
6. **KSORT ILA:** The Kitsap County Special Operations Response Team is working on updating the current inter-local agreement (ILA). Many of the District's ILA's are outdated, and many Districts are not meeting posting requirements. The Fire Districts will be working on getting these updates posted electronically in the near future.
7. **Personal Protective Equipment (PPE)-PFAS:** Chief Gillard commented that Per- and Polyfluorinated Substances (PFAS) are an increasing topic in the safety and health realm. The District has made strides toward improving safety with our bunker gear, including purchasing newer equipment. However, more work needs to be done to reduce chemical exposure. Captain Sommers is working internally and with other departments on mitigation methods. There may be alternative gear options to structure gear—more information.
8. **Tri-North Meeting:** Commissioner Ingalls asked if anything additional should be discussed at the Tri-North Special meeting the following Monday, April 17, 2023. Currently, the agenda is set to discuss joining JMG and shared resourcing of materials. Some questions need to be answered, such as the final membership cost, how upgrades and maintenance are charged, and is there a possibility for price increases? We hope to move forward with the affiliate membership but are waiting to officially join the JMG until we have more information. Commissioner Milton stated that we need to ensure that we have protection written into any contract if we join. Commissioner Milton asked if they have administrative staffing assigned to the readiness center. Chief Gillard stated there is no full-time employee.

Commissioner and Staff Comments:

Commissioner Ellingson: only one incident with LNI to report. A FF/EMT was assisting with a patient and was taken to the emergency department due to patient vomiting and getting into FF/EMT's eyes. Eye protection was temporarily removed due to fog. No action was needed.

FM Luther: there was no cost to the department from the accident on PUGH road from last year. This was a follow up from the previous regular meeting.

DC Russell: had an opportunity to meet with the Director of the Washington Surveying & Rating Bureau (WSRB). Good discussion over the recent ratings and how to improve the score in the future. Commissioner Ellingson stated that insurance companies do not use the WSRB rating and cautions making improvements that are not necessary just to meet the rating guide of the WSRB. DC Russell ensured the board that any decisions that are made are in the interest of public safety and the District.

AD Sawyers: Spring Washington Fire Commissioners Association Seminar will be held April 22, 2023. Commissioner Ellingson is the only one registered at this time. Public Disclosure Commission (PDC) filing is due April 15, 2023. There will be a volunteer orientation May 09, 2023 and Recognition Ceremony May 13, 2023.

Chief Gillard: will see a large receipt for \$2500 for an emergency repair to the boat house. Captain Ramey also organized a marine flare recycle event working with the Port of Poulsbo. This event will take place April 24-April 28, 2023.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, April 26, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, April 25, 2023 19:00 via Zoom™**

Tri-North Meeting, **Monday, April 17, 2023 19:00 via Microsoft Teams or at Station 21 (BIFD)**

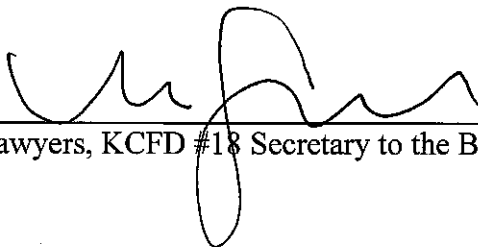
WFCFA Spring Series, Saturday, April 22, 2023 at 8am

Recognition Ceremony, **Saturday, May 13, 2023 at 15:00**

PDC filing to be submitted by 04/15/2023

Adjourn: The meeting was adjourned by common consent at 6:01pm

ATTEST:



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