

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**April 26, 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)
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 04/26/2023 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 04/26/2023 agenda. Passed.

**Public Comment:** There was no public in attendance.

**Executive Session:** At 4:01 pm Chief Gillard requested a 5-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations to be conducted at the end of the regular meeting. At 6:02 pm Commissioner Ingalls called for a 5-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations until 6:07 pm. At 6:07 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. April 12, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (April)

Commissioner Quinn moved to approve the 04/26/2023 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 04/26/2023 consent agenda. Passed.

2. **Commissioner Payroll (April)-** Commissioner Quinn discussed details of the April commissioner payroll. There was a total of 25 meetings attended totaling \$3,200.00.

Commissioner Quinn moved to approve the April Commissioner Payroll in the amount of \$3,200.00. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the April Commissioner Payroll in the amount of \$3,200.00.

**Resolution 23-07 Awarding Rechassis to Single Source:** Chief Gillard stated there are significant cost savings through the manufacturer to rechassis our medic units over purchasing new ones. Chief Gillard is requesting the board approve the use of a single source purchase and allow him to sign a purchasing contract for the rechassis of one of our medic units, not to exceed ten percent (10%) of the previous chassis cost. Fleet Manager Annear will provide a specific price.

Commissioner Quinn moved to adopt Resolution 23-07 Awarding Rechassis to a Single Source, and authorizing Chief Gillard to sign a contract for a rechassis not to exceed ten percent (10%) of the previous 2023 rechassis price. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Resolution 23-07 Awarding Rechassis to a Single Source, and authorizing Chief Gillard to sign a contract for a rechassis not to exceed ten percent (10%) of the previous 2023 rechassis price. Passed.

**Discussion Items:**

- 1. Staffing/Hiring:** Chief Gillard discussed the current hiring status. A job has been offered and accepted to fill the vacant position. Chief Gillard stated that the department is currently at our staffing levels. The new Facility Manager, Scott Pickard, starts May 08, 2023. The department is looking for a seasonal position to assist with grounds maintenance. There have been a few requests from high students to learn about careers in the fire service. The department is hosting a career day through North Kitsap High School on May 17, 2023.
- 2. St. Michael's Medical Center Emergency Department (SMMC ED) Crisis:** Chief Gillard updated the board on the current status of the SMMC ED crisis. Metrics are improving, and there has been a steady decline in the wait times at the ED. Still working on improvement measures and have noticed that the transfer of care on the Advanced Life Support (ALS) units has been longer than Basic Life Support (BLS) units. Chief Gillard will be researching more into the cause. Commissioner Milton asked questions surrounding the terminology and protocols for determining the severity of the patient. Commissioner Milton also inquired about the engagement of the hospital's management. Chief Gillard stated that SMMC is working to improve and has been engaged in making positive changes for the community.
- 3. KSORT-Kitsap Special Operating Rescue Team:** Chief Gillard stated that the departments are still working on the content of the updated Interlocal Agreement (ILA). Some changes identify the designated KSORT manager whose primary role is monitoring expenses and revenue. Chief Gillard is just looking for comments or concerns at this time. Commissioner Milton asked if the KSORT ILA only affects serving our County. Chief Gillard responded that the ILA does reference groups in our County. If regional mobilization is requested or a severe incident occurs, the department will support them in any capacity necessary. Commissioner Ellingson asked what the \$6,000.00 paid to KSORT funds was. DC Russell stated that funding is for tooling, equipment, and training.
- 4. Service Level Objectives-** DC Russell sent the draft 2022 Service Level Objectives out at the 04/12/2023 regular meeting. Requested approval if there were no additional comments or concerns.

Commissioner Ellingson moved to adopt the 2022 Service Level Objectives. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt the 2022 Service Level Objectives. Passed.

- 5. Substance Use Professional Grant-**Chief Gillard stated that the Community Assistance, Referral, and Education Service (CARES) program continues to grow throughout the county. SKFR (South Kitsap Fire & Rescue) is pursuing a grant to get a substance abuse professional to support the county. The substance abuse professional would assist the CARES program and provide an additional resource to the community for those who need these services. There would be no charge to the District. Commissioner Milton asked if the grant is paying wages and whom they work for. SKFR would contact the contract and sign on for part of the grant. There were no concerns from the board.

**Informational Items:**

- 1. CARES:** Chief Gillard stated that the CARES team is doing great. The CARES team assisted with an AED presentation for Rotary, and FF/EMT Musselman conducted a demonstration with our crews. We received many supportive comments. The District is working on a transition in 2024 as the City of Poulsbo is looking to step back from managing the grant funding. The District is still looking at the integrated mobile health option through the hospital. The hospital can provide two employees to support the CARES team in providing care and prescription management that would help prevent transports. Currently, the Registered Nurse students from Olympic College are shadowing our CARES team. Olympic College is looking to expand its nursing program and are looking into the potential of a paramedicine program in the future.
- 2. Facilities Update:** Chief Gillard updated the board on Station 76 progress. The Request for Qualifications (RFQ) has been published in the Kitsap Sun and will be submitted by **May 18, 2023**. Earlier in the week, we meet with Hill International to discuss the schedule and billing moving forward to include potential cost savings. Currently, the project is 6-8 weeks behind the original plan; the District hopes that even with the delay, the project will still be completed on time.
- 3. Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard updated the board on the radio system's progress. The crews are using the demo radios, and two styles are being reviewed. Commissioner Milton stated that it's essential that we only get the National Fire Protection Association (NFPA) radios for the protection of our crews. Chief Gillard noted that there is full support for obtaining the NFPA radios for the fire District at this time. Commissioner Ellingson stated that the MCTs are getting ready to be issued.
- 4. Apparatus:** Chief Gillard stated there has been no update on the E-One engine. Delivery is still set for August. The ladder truck committee is working on recommendations. The District will review concerns and considerations to recommend moving forward. The ladder truck committee will start looking into the future of fire engines, including alternative methods such as chassis/refurbishment, electric, and cost-effectiveness. Commissioner Milton asked that we look at all options regarding a ladder truck or other alternative apparatus and asked for the timeframe for an engine replacement and when purchasing a new apparatus, we have the correct tooling and incorporate lifecycle costs. Commissioner Milton asked if the District has looked into overpass/bridge weight restrictions when considering new apparatus.
- 5. Personal Protective Equipment (PPE)- Per- and Polyfluoroalkyl Substances (PFAS):** Captain Sommer is working on reducing the amount of carcinogen exposure relating to bunker gear. The District is hoping to have a meeting to discuss alternative PPE and will discuss operations and funding. Commissioner Milton asked if the washing system recently purchased would support the new gear looking to be bought. Chief Gillard stated that any equipment purchased would work with our current system.

6. **Tri-North Meeting Overview:** Commissioner Ingalls stated that the meeting went well and is looking forward to obtaining more information on the Joint Management Group (JMG). There were concerns about the current language in the ILA, and it was requested that Chief Gillard send the current ILA for review. Commissioner Uberuaga wants to ensure the District is seeing advantages to the JMG and the training consortium. The board is concerned about the cost of joining the JMG and how membership would benefit the District.
7. **Financial Report:** FD Luther discussed the March budget report. The District has completed the year's first quarter and is on track. FM Luther stated that the District is starting to see the taxes coming in and will show as revenue in the April statement. FM Luther reported that the District is receiving 2.15 percent on our investments. Commissioner Ingalls asked about the Ground Emergency Medical Transportation (GEMT) and how that has impacted our budget. The 2023 budget identified the District as receiving \$600,000.00 from the GEMT, which will affect the capital budget. The District is only compensated when we transport patients.
8. **Overtime Report:** DC Russell discussed the overtime report. Over \$32,000.00 was expended for the month of March. The District is at eleven percent (11%) of the overtime budget. The CARES program received \$5,000.00 in overtime reimbursement. This overtime has been paid to support the CARES team on Fridays.
9. **Operations Report:** DC Russell stated there is a decrease in calls compared to 2022. The crews have been busy in the last few days and anticipate a higher call volume when summer arrives. DC Russell also discussed a recent call and showed support for the hard work the crews have been doing.

**Commissioner and Staff Comments:**

**Commissioner Milton:** the Rotary Club is going to be placing Automated External Defibrillators (AEDs) in the community. Commissioner Milton asked what are some good locations would be and how vandalism and theft can be prevented. Chief Gillard stated there are cabinets that can house AEDs with alarms. Chief Gillard stated Anderson parkway, Lions Park and churches are some of the places that would be useful.

**Commissioner Ellingson:** the team working on the radio Request For Proposal (RFP) will be reaching out for references of other places they have installed radios for. Hoping to have a decision to select a vendor in June.

**DC Russell:** talked with Central Kitsap Fire & Rescue (CKFR) regarding the Station 51 remodel. CKFR will be staffing Station 42 during the construction of Station 51.

**AD Sawyers:** reminded the board that the marine flare drop off event is this week.

**Chief Gillard:** thanked Commissioner Ellingson for inviting him to speak at the spring seminar series.

**Public Comment:** Public Not Present

**Good of the order:**


Next Regular Meeting **Wednesday, May 10, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, May 23, 2023 19:00 via Zoom™**

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

**Adjourn:** The meeting was adjourned by common consent at 6:08pm

**ATTEST:**

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