

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 10, 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
Kevin Vay	Captain	Nichole Sawyers	Administrative Director (AD)

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

Approval of agenda:

Commissioner Quinn moved to approve the 05/10/2023 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 05/10/2023 agenda. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:02 pm Chief Gillard requested a 10-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 5:48 pm Commissioner Ingalls called for a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations until 5:58 pm. At 5:58 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 26, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Quinn moved to approve the 05/10/2023 consent agenda. Commissioner Milton seconded. Discussion: Chief Gillard commented there are payments made to individuals; however, payments made to individual employees are for tuition reimbursement. The District will be looking at alternate methods for reimbursement, however all payments to employees are validated prior to issue. Motion was called with a unanimous vote to approve the 05/10/2023 consent agenda. Passed.

Discussion Items:

1. **KSORT-Kitsap Special Operating Rescue Team ILA:**
Chief Gillard stated the content of the updated Interlocal Agreement (ILA) is still being worked on. A more recent version was sent to the board.

Commissioner Milton moved to authorize Chief Gillard to sign the KSORT ILA once completed. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the KSORT ILA once completed. Passed.

2. Joint Management Group (JMG)-Affiliate Membership:

Chief Gillard sent a copy of the current JMG agreement and by-laws to the Board. Chief Gillard submitted the agreement for legal review and there were no concerns. Chief Gillard ensured the commissioners that there is no financial obligation for joining the JMG as an affiliate member. The affiliate membership allows Poulsbo Fire to be included in the JMG conversations. Commissioner Ingalls and Commissioner Milton shared some concerns over the lack of information of affiliate membership. North Kitsap Fire & Rescue recently voted to become an affiliate member of the JMG. There are no financial implications by obtaining affiliate membership, however there are still several questions that need to be answered before becoming full members of the JMG to include cost and financial obligations.

Commissioner Ellingson moved to proceed with an affiliate membership with the JMG through the end of 2023. Commissioner Quinn seconded. Motion was called with a unanimous vote to proceed with an affiliate membership with the JMG through the end of 2023.

- 3. Strategic Advisory Board (SAB) Meeting Planning:** The District would like to conduct the SAB meeting June 26, 2023 @ 1730. Chief Gillard is working on adjusting the Capital Improvement Plan to forecast out 20 years. This long range plan is to help facilitate impact mitigation concerns/fees and future station remodels.
- 4. Facility/Grounds Maintenance Services:** The District budgeted for grounds maintenance services in the amount of \$20,000. In the past the District has contracted services but would like to hire a seasonal, part-time employee from June to September. Chief Gillard stated that hiring temporary help would allow more flexibility of the position. Commissioner Ellingson request some amendments to the position description provided. Commissioner Ingalls suggested the District look at annual service options as well. Commissioner Uberuaga asked if we looked at other options for obtaining maintenance needs such as using the City of Poulsbo. Chief Gillard stated that he would look into additional options if needed. Captain Vay shared his gratitude for the board's comments and that a hybrid model would be a good fit. Commissioner Milton appreciates the work of the crews.

Commissioner Quinn moved to authorize the employment of a seasonal, part-time groundskeeper. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize the employment of a seasonal, part-time groundskeeper.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers updated the board on the current hiring status. Scott Pickard the new Facility Manger has started with the District. A new lateral firefighter/paramedic is currently in pre-employment processing. Currently, the District has two employees on injury leave. The volunteer program orientation night was 05/09/2023. There was a decent turnout and a position announcement will be posted this week.

2. **St. Michael's Medical Center Emergency Department (SMMC ED) Crisis:** Chief Gillard stated the ED wait times are starting to increase. There have been some concerns that policy with staff may have impacted the hospital. The last task force meeting was cancelled. Commissioner Milton asked how the process is for diverting working. Chief Gillard stated that both SMMC staff and the District are working on communication.
3. **Community Assistance, Referral & Education Service (CARES):** Chief Gillard stated the District was featured on Fox 13 News and in The Kitsap Sun. Captain Gillanders did a great job explaining the efficiency of the CARES program. The City of Poulsbo and the District are working on funding options for the firefighter/EMT and social services, to include grant writing. Commissioner Ellingson stated that Captain Gillanders did a great job representing the District.
4. **Facilities Update:** Chief Gillard stated Scott Pickard, our new Facility Manager, began his employment this week. Chief Gillard updated the board on Station 76 progression stating the Request for Qualifications (RFQ) closes **May 18, 2023**.
5. **Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard stated the crews are still demoing radios and there has not been an updated meeting. NFPA requirements have not been adopted by the state, however Kitsap 911 will be selecting radios that meet the NFPA.
6. **Apparatus:** Chief Gillard updated the Board on the current E-One engine status which will begin production in June 2023. The estimated delivery date is sometime in August 2023. Fleet Manager Annear and Fleet Mechanic Bartholomew are working on contract specifications.
7. **Personal Protective Equipment (PPE)- Per- and Polyfluoroalkyl Substances (PFAS):** Chief Gillard stated the Safety Committee recently met to discuss additional options to PPE and bunker gear. Captain Sommer presented the committee with current issues and plans to present a recommendation to the Board. Chief Gillard commented on the dangers of this job and that carcinogen exposure is inevitable.

Commissioner and Staff Comments:

Commissioner Ellingson: Apologized for remoting in due to illness, but is on the mend. On Monday at 1300, Kitsap County Commissioner Robert Gelder will be recognized for his services as a commissioner.

Commissioner Milton: Asked about the recognition ceremony; AD Sawyers commented the ceremony will be Saturday, May 13, 2023 at 1500.

Chief Gillard: Hood Canal bridge is closing, attended a meeting last week to discuss how emergency services may be affected. Chief Gillard also met with Mayor Erickson regarding services provided by the District such as fire plan reviews and inspections and discussed future mitigation fees. Chief Gillard will be attending the next meeting remotely. The Washington Fire Chiefs conference is that week. Also attended a post incident analysis of the ferry grounding in which lessons learned were identified.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, May 24, 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 6:00 pm

ATTEST:

A handwritten signature in black ink, appearing to be 'N. Sawyers', written over a horizontal line.

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