

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**May 24, 2023**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner (Excused)	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Shane Anderson	Batallian Chief (BC)
Wendy Luther	Finance Manager (FM)	Nichole Sawyers	Administrative Director (AD)
Jake Gillanders	Captain		

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 05/24/2023 agenda. Commissioner Milton seconded.  
Discussion: Commissioner Ingalls requested to add Financial Report, Overtime Report and Operations Report under Informational Items as number eight, nine and ten. Motion was called with a unanimous vote to approve the 05/24/2023 amended 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. May 10, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (May)

Commissioner Quinn moved to approve the 05/24/2023 consent agenda. Commissioner Milton seconded.  
Discussion: Ingalls asked about a charge listed as advanced travel for Idaho. FM Luther stated the cost was for a class FF/Musselman attended to receive car seat installation training. Motion was called with a unanimous vote to approve the 05/24/2023 consent agenda. Passed.

**2. Commissioner Payroll**

Commissioner Quinn moved to approve the Commissioner Payroll for the month of May in the amount of \$2,432.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the Commissioner Payroll for the month of May in the amount of \$2,432.00

**Discussion Items:**

1. **CARES (Cardiac Arrest Study) Presentation:** Captain Gillanders shared with the board the District's annual cardiac arrest data managed by Emory University. Some of the data shared is below:

- Total cardiac arrest for 2022: 18
- Bystander initiated CPR rate: 61% (the national average is 40.8%)
- Sustained return of spontaneous circulation (ROSC) rate: 27.8% (the national average is 26.7%)
- Overall survival to discharge: 16.7% (national average is 24.9%)
  - With good or moderate cerebral performance: 16.7% (the national average is 7.5%)

Overall the District is doing well, especially given our department's size. Commissioner Ellingson asked if there is data showing causes to the arrest, to include drug overdose. Captain Gillanders did not have that data available. Commissioner Quinn asked how often this report is issued. The response was annually. It was also asked how the 2022 data compares to past years. Captain Gillanders stated that data for 2022 is consistent with year's past. Commissioner Milton asked if automated external defibrillators were used. Captain Gillanders stated some EMS and police used them, but zero applications from bystanders.

2. **City of Poulsbo Impact Mitigation Strategies:** Chief Gillard recently met with Mayor Erickson to discuss fire prevention activities and their impact on the District. The growth impact of the City was also discussed. The District is researching the possibility of imposing impact fees on new construction to help offset the funds needed to address the growth over the next ten years. The City of Poulsbo is expected to grow 50 percent with a 60 percent increase in jobs in the future. Chief Gillard also requested feedback from the board on imposing impact mitigation fees for new residential units. Commissioner Ellingson asked if Mayor Erickson was receptive. Commissioner Ingalls is concerned about the effects of imposing impact fees on contractors. Commissioner Ellingson stated that there should be a balance between taxpayers and new construction.

The board supports the idea and looks forward to hearing how this would be implemented. Chief Gillard also discussed code enforcement. The City of Poulsbo's obligated to monitor and conduct code enforcement; the District has been funding a position to do the code enforcement for the last few years. The District is looking to move to a fee-for-service for plans review for new businesses/buildings. The idea is that the City of Poulsbo will charge an hourly fee for the reviews/inspections, which will be reimbursed to the District. The board is supportive of this initiative. Chief Gillard also stated the potential for fees to be assessed for construction built over a certain height. The District does not currently have the resources to address higher construction facilities and fees would be able to provide the District with funding to get adequate equipment. Chief Gillard will be discussing this at the upcoming Strategic Advisory Board meeting.

3. **Strategic Advisory Board (SAB) Agenda:** The SAB meeting will be on June 26, 2023, at 5:30 pm. Chief Gillard plans to discuss the status of the strategic plan, staffing, and capital facility plan to include Station 76. The capital facility plan must account for Station 72 and 71 remodels. Some of the financial strategies will also be discussed, such as passing the fire levy, Emergency Medical Services (EMS) levy next year, and looking at if we need to request additional funding. Commissioner Ellingson asked if we knew when the school districts would run their levies. The school districts are running their levies this year. Commissioner Ingalls asked if the City of Poulsbo would be the only city charging impact mitigation fees in the County. Chief Gillard responded that other fire districts are looking into impact mitigation fees in the future.

#### **Informational Items:**

1. **Staffing/Hiring:** AD Sawyers updated the Board on the current hiring status. The District is hiring a seasonal/part-time worker for a groundskeeper position. The District hired a firefighter/paramedic currently conducting the pre-employment evaluations, hoping to obtain a start date by the next meeting. The District now has two members on injury leave. One has a return date of August 2023, and the other anywhere from August 2023-May 2024.
  2. **St. Michael's Medical Center Emergency Department (SMMC ED) Crisis:** Chief Gillard stated there was a detailed newspaper article discussing the staffing levels at SMMC contributing to deaths at the facility. SMMC has continued to make improvements to staffing. Chief Gillard said that recently medical units were waiting over 45 minutes to transfer patients, and there were not enough beds to support the number of patients. Overcrowding is still a big issue, but communication has drastically improved.
  3. **Community Assistance, Referral & Education Service (CARES):** Chief Gillard is still working with the City of Poulsbo on transitioning the grant management and funding portion for CARES. Poulsbo Fire, Central Kitsap Fire & Rescue, and South Kitsap Fire & Rescue are working on alternative funding methods. Chief Gillard discussed the Crisis Response Improvement Strategy (CRIS) meeting he attended recently. The CRIS committee is an advisory group to help restructure the emergency response to our communities. The committee comprises at least 60 different entities, with only one representative from emergency management services, one from Kitsap 911, and one from law enforcement. There have been discussions on removing law enforcement & EMS involvement in mental health crisis calls which is a safety concern for those involved.
1. **Facilities Update:** Chief Gillard discussed the progress on Station 76, reviewed the Request for Qualifications (RFQs) that were submitted, and is working toward an updated schedule. The facility manager, Scott Pickard, has been very productive and doing very well in his new role.
  2. **Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Chief Gillard stated that the radios are still in the Request for Proposal (RFP) process and are waiting on the results from the field testing. The MCTs have all been received and currently uploading the new programs, which will be issued soon. Chief Gillard stated that the fire chiefs had put together an alternative replacement plan and provided it to Kitsap 911.
  3. **Apparatus:** Chief Gillard stated that the District hopes to receive the new engine this fall. The fleet team is working on what apparatus will be surplus.
  4. **Uniform Draft Policy:** Chief Gillard stated that the Safety Committee recently met to discuss additional Personal Protective Equipment (PPE) and bunker gear options. Captain Sommer presented the committee with current issues and plans to submit a recommendation to the Board. Chief Gillard commented on the dangers of this job and that carcinogen exposure is inevitable. The uniform policy is being updated and will be moved to the discussion item in the future.
  5. **Financial Report:** FM Luther stated the District received 4.9 million dollars in tax revenue and 2.44 percent in investment return. All other items are good.
  6. **Overtime Report:** DC Russell discussed the overtime report for April. The District spend just shy of \$40,000.00. The District received \$10,000.00 from LNI and received funds for CARES overtime reimbursement. The District has spent 16 percent of the 2023 budget. Commissioner Ingalls asked about

Viking Fest. DC Russell stated the District ran four calls and attributes that to the crews that were onsite at Viking Fest.

- 7. Operations Report:** DC Russell shared with the Board that the District ran 312 calls in April, last year the District ran 317. Call volume is trending down at about 12 percent. The District provided mutual aide 31 times and received mutual aide 30. Commissioner Quinn asked if there are any scheduled July 3<sup>rd</sup> events. DC Russell responded, "no."

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** Wishes everyone a safe Memorial Day weekend.

**Public Comment:** Public Not Present

**Good of the order:**

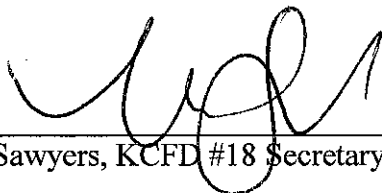
Next Regular Meeting **Wednesday, June 07, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, June 27, 2023 19:00 via Zoom™**

Strategic Advisory Board Meeting, **Monday, June 26, 2023 at 17:30**

**Adjourn:** The meeting was adjourned by common consent at 5:00 pm

**ATTEST:**



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