

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 07, 2023
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner (EX)
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Nichole Sawyers	Administrative Director (AD)

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

Approval of agenda:

Commissioner Milton moved to approve the 06/07/2023 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 06/07/2023 amended agenda. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:02 pm Chief Gillard requested a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to review the performance of an employee to be conducted at the end of the regular meeting. At 5:40 pm Commissioner Ingalls called for a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to review the performance of an employee set to run until 5:55 pm. At 5:55 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. May 23, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Milton moved to approve the 06/07/2023 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 06/07/2023 consent agenda. Passed.

Discussion Items:

1. **Strategic Advisory Board (SAB) Agenda:** AD Sawyers stated invitations have been sent out to participants who have attended in the past. Chief Gillard is working on a capital facilities plan to forecast improvements to 2046. Commissioner Milton asked if mitigation fees would be discussed at the SAB meeting. Commissioner Milton also asked if the County is involved in supporting mitigation/impact fees. Chief Gillard plans on discussing fee options at the SAB and will include it on the agenda for the next board meeting. Commissioner Uberuaga also inquired about regulations for acquiring and gifting land and shared/leasing property.
2. **Phone System Request for Proposals (RFP):** AD Sawyers presented a draft RFP to replace the department's phone system. The current system is twelve years old. Commissioner Milton stated that it was essential to ensure technical support was available. The RFP is scheduled to open on Monday, June 12, 2023.

Commissioner Milton moved to approve the RFP for a new phone system. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the RFP for a new phone system. Passed.

- 3. Personal Protective Equipment:** Chief Gillard updated the board on the current PFAS concerns. The Department is continuing work on a plan to reduce exposure to PFAS. The Department is looking at the crews to wear cotton uniforms more often and reduce the need to wear clothing that contains the PFAS chemical. The Department continues to look at issuing alternative apparel, specifically pants, and avoiding Nomex materials. The Department will limit the use of structure gear to when required for safety and health. Chief Gillard hopes there will be better options for structure gear soon. Commissioner Milton stated that the crews need to be protected and to ensure they meet safety standards.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers updated the Board on the current hiring status. Chief Gillard received a letter of resignation from Firefighter McCarthy; he has taken a position with Riverside Fire Authority. Chief Gillard commented that he is a great worker and will be missed. A conditional offer has been made to replace the vacant position. Chief Gillard commented that Facility Manager Pickard is doing well. Firefighter/Paramedic Sean O'Driscoll has completed his pre-employment testing and will start with the Department on 7/10/2023. Commissioner Ingalls requested a summary of the work accomplished by the facility manager.
- 2. St. Michael's Medical Center Emergency Department (SMMC ED) Crisis:** Chief Gillard shared the updated metrics on ED transfer and wait times with the board. Wait times for units have decreased significantly. There have been a few wait times exceeding one hour, but communications have been able to resolve and reduce the overall wait times significantly. The EMS task force has not been very active recently but still working on getting a meeting together to find long-term solutions.
- 1. 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. Captain Gillanders is working with other fire districts to find funding. Chief Gillard stated that a more extensive discussion on the CARES program would happen shortly. Chief Gillard discussed different funding options, such as the "Treat and Refer" program. Chief Gillard does not see the reimbursement for that using the program being worth the \$33.00 the District would be able to collect on non-transport patients, especially since this is a free service at this time for our community. The Crisis Response Improvement Strategy (CRIS) committee chairman will ride with CARES and learn about crisis response. CRIS is working on a statewide policy on when a call is filtered to 911 vs. 988 and how the response would be coordinated. Currently anything that goes through 988 would have resources respond. Any behavioral health incident would go to 988, and law enforcement would only be involved if there is imminent danger. Chief Gillard shared some concerns about not having emergency services involved to ensure those in crisis are not experiencing an emergency. Chief Gillard met with Dr. Hoffman, Kitsap County, and the City of Poulsbo to discuss fall prevention programs. The program will help get those who suffer from a fall injury a prescription that would allow them to get physical therapy. This "prescription" would be able to be issued by the CARES team and the geriatric unit run by the City of Poulsbo.
- 2. Facilities Update:** AD Sawyers stated that Friday June 9, 2023 the propriety meetings will be conducted for the Station 76 project.
- 3. Kitsap 911 Mobile Computer Terminal (MCT)/Radio:** Commissioner Ellingson attended a recent board meeting regarding the MCTs, which are getting issued this week. Commissioner Ellingson stated that the radio RFP is still underway. Chief Gillard commented the Department received the new MCTs. Chief Gillard also noted that there are issues with the presented replacement plan. Commissioner Ellingson stated a governing directive was issued regarding the replacement plan, but had to confirm that Kitsap 911 communicated to the county chiefs.
- 4. Apparatus:** Chief Gillard stated the E-One should be in production. The 2025 re-chassis final cost was \$240,000.00, 10 percent below the previous price. The department is waiting on the contract. Chief Gillard stated the Ladder Tuck Committee is working on surveys and conducting cost analysis. Lt. Lowrie is researching options to meet the department's needs and future growth. The department's off-road vehicle will be replaced as stated in the capital improvement plan. Commissioner Milton asked if the department would increase the number

of aid cars. Chief Gillard noted that there is no need for an increase in apparatus, that our quantity is good, but just needs to be replaced as needed.

5. Uniform Draft Policy: Chief Gillard stated the District is updating the uniform/appearance policy.

Commissioner and Staff Comments:

Commissioner Ellingson: Sent Finance Director Luther the proposed user fees from Kitsap 911. Attended an L&I meeting recently and discussed the findings, which included a lack of fit testing, training, knowledge, safety, and health concerns. These were very alarming results. There were 18 findings from one district.

Commissioner Uberuaga: Asked if the public had access to view active burn permits. Deputy Chief Russell commented that the general public could not see who has an active license, but if there is a burning concern, have the citizen call 911.

Commissioner Milton: Commented on the ferry incident from a few months back.

DC Russell: Commented on a job well done to the crews who responded to a newborn infant emergency over the weekend. Marine 71 is in the water for the summer and the brush truck is being stowed at Station 77 to prepare for the summer.

Chief Gillard: Thomas Burke who was an attorney with Brian Snur has passed away; the board gives their condolences. Rotary will be adding a few automated external defibrillators (AEDs) in the community. Chief Gillard created a list of venues that an AED would be good to have based on locations with a higher concentration of people. Commissioner Ingalls asked how much an AED generally costs. Chief Gillard responded about \$3-4,000.00.

AD Sawyers: Announced that FF/EMT and FF/PM is open for recruitment. The volunteer program received ten applicants and have started the interview process.

Public Comment: Public Not Present

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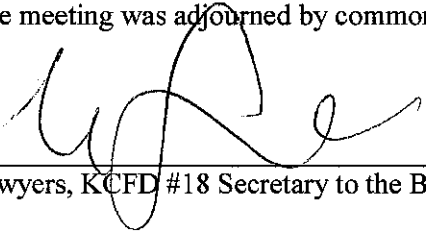
Next Regular Meeting **Wednesday, June 21, 2023 at 16:00**

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 5:56 pm

ATTEST:



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