

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**June 21, 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)	Nichole Sawyers	Administrative Director (AD)
Wendy Luther	Finance Director (FD)		

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 06/21/2023 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 06/21/2023 agenda. Passed.

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

**Executive Session:** None Requested

**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. June 07, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (June)

Commissioner Quinn moved to approve the 06/21/2023 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 06/21/2023 consent agenda. Passed.

2. **Commissioner Payroll (June)**

Commissioner Quinn moved to approve the Commissioner Payroll for the month of June in the amount of \$1,536.00 Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the Commissioner Payroll for the month of June in the amount of \$1,536.00. Passed.

3. **Meeting Date for the Station 76 Request for Proposals (RFP) Selection**

Chief Gillard discussed RFPs that were submitted. Interviews will be held Friday with the teams. Chief Gillard requested a Special Meeting June 26, 2023 to formally accept a recommendation for the Station 76 design-build team. The board agreed to a 7:30 pm Special Meeting on Monday, June 26, 2023.

4. **Commissioner Resignation**

Commissioner Quinn has announced his resignation for the Poulsbo Board of Fire Commissioners. Commissioner Quinn will be moving out of District and will no longer meet the requirements to serve on the board. The effective date of resignation is June 30, 2023. Discussed announcement process for selecting a new commissioner. The board request the closing date for resumes and statement of qualifications be submitted no later than July 10, 2023.

Commissioner Ellingson moved to accept the resignation of Christopher Quinn. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to accept the resignation of Christopher Quinn. Passed.

5. **Resolution 23-08-Surplus Tires-** The District has identified some items that are no longer useful to the District. There are four Michelin Tires that are expired under District policies. The District would like to put up for public auction. Commissioner Milton had some concern with the liability to the District. AD Sawyers will work with Fleet Manager Annear to ensure liability is mitigated.

Commissioner Uberuaga moved to approve Resolution 23-08 Surplus Tires. Commissioner Milton seconded. Motion was called with a unanimous vote to approve Resolution 23-08 Surplus Tires. Passed.

#### **Discussion Items:**

1. **Strategic Advisory Board (SAB) Agenda:** Chief Gillard discussed the upcoming Strategic Advisory Board meeting. At the 2022 SAB meeting, the fire levy and capital improvement plan was approved. For the 2023 SAB meeting, the following will be discussed: growth management, St. Michaels Medical Center, operations, staffing, Station 76, capital improvement plan, budget, financial projections, GEMT, non-transport fee-for-service, impact fees, capital bond in 2026 and the overall status of the District. Commissioner Uberuaga suggested to include some highlights over the last year. Commissioner Milton stated the ultimate goal is to improve the safety of the citizens and firefighters. Chief Gillard responded that he would also discuss how the department tries to control and mitigate costs.

#### **Informational Items:**

1. **Department Video Update:** AD Sawyers meet with PNW Motion to work on updating our department video and creating a recruitment video. Development is scheduled to start at the end of the Summer 2023.
2. **Risk Management Group (RMG) Interlocal Agreement (ILA) Update:** Chief Gillard discussed the Risk Management Group ILA between Central Kitsap Fire & Rescue, South Kitsap Fire & Rescue, Kitsap Readiness Center, Joint Management Group, Bainbridge Island Fire Department and North Kitsap Fire & Rescue. Ken Bagwell reviewed the ILA and there will be more updates to be submitted at the next meeting. Commissioner Ellingson asked the benefit of the RMG. Chief Gillard stated the RMG maintains lower costs by creating an insurance pool.
3. **Financial Report (May):** FD Luther discussed the current year to date report. The GMET is down as expected, but still waiting to see the impact. Our investment increased to 4.25%. Commissioner Milton asked the deficiency. FD Luther stated, so far about \$290,000.
4. **Overtime Report (May):** DC Russell discussed the department's overtime report. May 2023 was the highest month at minimum staffing and high training costs from sending firefighters to a countywide pump class. At 22 percent for the year.
5. **Operations Report (May):** DC Russell stated, 331 calls in May 2023 and 317 calls for 2022. Provided mutual aid 29 times and received mutual aid 22 times. There was a commercial structure fire and one of our volunteers also suffered a loss to her rental home due to a house fire. No injuries.

#### **Commissioner and Staff Comments:**

**Commissioner Ellingson:** Discussed the findings from L&I discussed at the previous meeting. The fire service must have accountability. City of Portland is looking at using AI for their number 311 (for non-emergency calls). Suggested to Chief Gillard to discuss the role of assessments and taxes at the Strategic Advisory Board meeting.

**Commissioner Milton:** Suggested that we take the tires to Les Schwab. Commented on the fits for SCBA's and facial hair.

**Commissioner Uberuaga:** Thanked Commissioner Quinn for his work on the board.

**Commissioner Quinn:** Honored to serve the board and thanked everyone.

**Chief Gillard:** Station 77 HVAC system went out and was repaired about \$15,000.00. An exit interview with Travis McCarthy was held and Chief Gillard wished him the best. Also gave appreciation and thanks to Commissioner Quinn.

**DC Russell:** Thanked Commissioner Quinn for his service on behalf of the firefighters

**FD Luther:** Thanked Commissioner Quinn for his service

**Public Comment:** Public Not Present

**Good of the order:**

Next Regular Meeting **Wednesday, July 12, 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**

Special Meeting, **Monday, June 26, 2023 at 19:30**

**Adjourn:** The meeting was adjourned by common consent at 5:17 pm.

**ATTEST:**



---

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