

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**July 26, 2023**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Jeff Uberuaga	Commissioner
Jim Gillard	Fire Chief	Jeff Russell	Deputy Chief (DC)
Nichole Sawyers	Administrative Director (AD)	Wendy Luther	Finance Director (FD)
Kevin Vay	Captain	Steve Garfein	Guest
Brian Dorr	Guest		

**Call to order:** Meeting was called to order by Commissioner Ingalls at 3:30pm.

**Approval of agenda:**

Commissioner Milton moved to approve the 07/26/2023 agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 07/26/2023 agenda. Passed.

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

**Executive Session:** At 4:02 pm Chief Gillard requested a 20-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations, RCW 42.30.110(1)(g) and to evaluate the qualifications of a candidate for appointment to the open commissioner position to be conducted at the end of the regular meeting. At 5:25 pm Commissioner Ingalls called for a 20-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to the open commissioner position set to run until 5:45 pm. At 5:45 pm Commissioner Ingalls returned to the regular meeting and requested a 10-minute extension to the executive session commencing at 5:46 pm, returning to the regular meeting at 5:56 pm. At 5:56 pm, Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken.

**Action Items:**

1. **Commissioner Position #2 Interview-Brian Dorr:** The board interviewed Mr. Dorr, discussed his interest in the fire service, background and thoughts on the District's future.
2. **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. July 12, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (July)

Commissioner Ellingson moved to approve the 07/26/2023 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 07/26/2023 consent agenda. Passed.

**3. Commissioner Payroll**

Commissioner Ellingson moved to approve the July Commissioner Payroll in the amount of \$2,176.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the July Commissioner Payroll in the amount of \$2,176.00. Passed.

4. **Commissioner Position #2 Interview-John Szymanski-**Conducted interview with John Szymanski. Mr. Szymanski discussed his personal history, interest in joining the board, and answered questions pertaining to the position.

- 5. Phone System RFP Recommendation:** AD Sawyers discussed the different proposals that were submitted to replace current phone system. AD Sawyers recommended the bid go to On-It Networks. They had the most affordable pricing and have worked with local fire stations and educational facilities.

Commissioner Ellingson moved to award the Phone System Replacement bid to On-It Networks representing S-Net Communications as presented. Commissioner Milton seconded. Motion was called with a unanimous vote to award the Phone System Replacement bid to On-It Networks representing S-Net Communications as presented. Passed.

#### Discussion Items:

- 1. Strategic Advisory Board (SAB) Feedback:** Steve Garfein presented on behalf of the Strategic Advisory Board. Mr. Garfein shared the overall feedback from the meeting. The Strategic Advisory Board shared some findings to include the future increase with inflation and wages, commented on the innovative mindset with capital improvement plan, cautioned the current staffing plans may need to be revisited as growth and lead times continue to be a challenge and the financial plan for the future to include grant and fee funding options. Chief Gillard asked if there was a specific concern with staffing or overall. The feedback was it would be easier to identify staffing holes if the charts were easier to read. Commissioner Ingalls asked how we could improve the meeting presentation. Mr. Garfein suggested more graphics, potentially two meetings, send more background information in advance and make it easier to read.
- 2. Kitsap 911 Mobile Computer Terminal (MCT)/Radio's:** Chief Gillard attended a strategic advisory board meeting in regard to the MCTs. There are recommended changes that the County Fire Chiefs will be presenting to the Kitsap 911 Executive Board. Commissioner Ellingson stated the selection of the radio vendor has been moved due to some administrative errors in the posting of the special meeting. The next meeting is scheduled 08/08/2023.
- 3. Station 76 Project -** Chief Gillard updated the board on the current status of the Station 76 Project. A kick-off meeting was held 07/25/2023 to meet the team players and discuss communication methods and introductions. The notice to proceed was sent to TRICO 07/25/2023. There will be weekly meetings, starting Tuesday 08/01/2023. The District has drafted letters that will be sent to local neighbors of the new station offering an email notification to ensure timely project updates. Commissioner Ingalls stated there was a lot of positive discussion on the design-build process and the priorities of the District. Commissioner Milton asked if they have received any feedback from the City. Chief Gillard stated there have been no issues thus far.

#### Informational Items:

- 1. Risk Management ILA:** Still under review. Will move to next meeting.
- 2. Financial Report:** Finance Director Luther stated the revenue is at 55% of the total budget and the District is doing well. CARES grant funding ended in June. No concerns in expenditures. Chief Gillard is seeking alternative funding for the CARES team social worker. CPI-W for 2023 is at 4.5%.
- 3. Overtime Report:** Deputy Chief Russell stated the District is doing well managing overtime. The month of June the District expended \$47,300.00. The District is at 30% of the overtime budget. DC Russell does anticipate an increase of call volume during the month of August.
- 4. Operations Report:** DC Russell discussed the June activity report. The District responded to 336 calls in the month of June, this is a decrease to last year's call volume of 362. Over the last month there have been a few structure fires the District has responded to. DC Russell showed gratitude for the community's support, specifically to a tribal fisherman who assisted on a CPR call. DC Russell also commented that the Poulsbo Police Department had their boat stolen. The District provided mutual aid 35 times and received mutual aid 33 times. Commissioner Ingalls asked if there has been an increase in brush fires. DC Russell stated there have not been very many brush fires we have responded to.

#### Commissioner and Staff Comments:

**Commissioner Uberuaga:** asked the status on the E-One engines and thanked Chief Gillard for sending out updated photos. Chief Gillard stated that we will be sending a FF/EMT and our mechanics to travel to Florida to look over the E-One engine.

**Commissioner Ellingson:** The Community Risk Reduction program has new decals. Learned about the fire academy and the amount of pallets used for live burning, which equates to 22,000 pallets each year. The 2023 Washington State Fallen Firefighters Memorial service will be held at the Washington State Fire Training Academy on Sunday, August 13, 2023 at 1300. Commissioner Ellingson suggested that the District look at purchasing a drone to help with some of the difficult-to-find calls.

**Commissioner Milton:** asked about the meeting held a few weeks ago in regard to a new sports complex proposal. Chief Gillard attended the last meeting which was well attended, nothing new to report at this time.

**Chief Gillard:** Did an interview for Bremerton Public Access in regards to the CARES program.

**Public Comment:** Public Not Present

**Good of the order:**

Next Regular Meeting **Wednesday, August 09, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 22, 2023 19:00 at the Headquarters of Central Kitsap Fire & Rescue**

**Adjourn:** The meeting was adjourned by common consent at 5:57 pm.

**ATTEST:**

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