

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 9, 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)
Carissa Robideaux	Administrative Specialist	William Whiteley	Guest
Trevor Holmberg	FF/EMT		

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

Approval of agenda:

Commissioner Ellingson moved to approve the 08/09/2023 agenda. Commissioner Milton seconded. Commissioner Ingalls requested to add Commissioner Position # 2 under Discussion Item #1. Motion was carried with a unanimous vote to approve the 08/09/2023 agenda with the added changes. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:02 pm Commissioner Ingalls requested a 10-minute executive session pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to the open commissioner position to be held after Action #1, Commissioner Position #2 Interview. Commissioner Ingalls also requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations following the conclusion of the regular meeting. At 4:33 pm Commissioner Ingalls called for a 10-minute executive session pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to the open commissioner position set to run until 4:43 pm. At 4:43 pm Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken. At 5:57 pm Commissioner Ingalls requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:07 pm. At 6:07 pm Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken.

Action Items:

1. **Commissioner Position #2 Interview-William Whiteley:** The board interviewed Mr. William Whiteley, 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 26, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 08/09/2023 consent agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 08/09/2023 consent agenda. Passed.

Discussion Items:

1. **Commissioner Position #2:** The Board of Fire Commissioners voted to appoint William Whiteley to the position of Commissioner #2. The Kitsap County Auditor will need to be notified that the position has been filled.

Commissioner Milton moved to appoint William Whiteley to Commissioner Position #2. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to appoint William Whiteley to Commissioner Position #2. Passed.

2. **Kitsap 911 Mobile Computer Terminal (MCT)/Radio's:** Commissioner Ellingson stated the Kitsap 911 Board of Directors voted on 8/9/23 to approve RINCON as the vendor for providing mobile radio systems. A fire portable radio vendor has not been decided on. Commissioner Milton asked if the gaps in our coverage area will be resolved. Commissioner Ellingson stated yes, gap areas will be addressed with additional towers where necessary to avoid any dead areas.
3. **2024 Budget Goals & Priorities** – Chief Gillard reported that FD Luther has initiated the 2024 budget process. Chief Gillard addressed our 2024 budget goals: staffing and District priorities were discussed. CARES – the District will continue to research funding opportunities to facilitate a FTE for a social worker. The District recently applied for two separate grants to fund the social worker position, but we will not find out the grant decisions until October 2023. Commissioner Milton asked about the current employees on injury leave. Chief Gillard stated the District currently has three employees on injury leave. Capital Improvements: Station 71 remodel will need to begin in 2024. The off-road recreational vehicle (ORV) replacement (in the 2023 capital budget) is still being researched. Commissioner Milton suggested that we request local service clubs contribute to the ORV purchase. The boat house: Capt. Ramey has taken ownership on the project and updates to the boat house have been deemed imperative. It was also stated that new lifts need to be purchased to support current and future apparatus and a new battalion chief rig will also be requested. Commissioner Milton stated he would like to see an option that does not involve investing any further money in the boat house. Chief Gillard asked if there are any other considerations: Commissioner Ellingson suggested contracting with our neighboring districts until we have the lifts in place to support our equipment.
4. **Veterans Administration Contract** – Chief Gillard reported the Veteran's Administration (VA) has requested permission to use our parking lot to park a VA vehicle. The VA is doing an outreach program similar to CARES performing outreach in the field for veterans, however, the VA cannot park a VA vehicle on private property. A draft copy of the contract with the VA has been sent with the agenda packet for board review. Chief Gillard has requested a couple of revisions, namely indemnifying us from any liability in the event of potential damages occurring in our parking lot, as well as a provision allowing us to terminate the contract at any time. The board requested to review the final draft of the contract before making a final decision on the matter.
5. **Staffing Memorandum of Understanding** – Chief Gillard reported the bargaining unit voted down the memorandum of understanding (MOU) for a four-platoon schedule for 2024.

Informational Items:

1. **Staffing and Hiring:** AD Sawyers stated Travis Guinta, FF/EMT from Scottsdale, AZ, has completed almost all of his pre-employment qualifications and the District should have a start date for him in the next two weeks. Four new volunteers have been hired to build up the volunteer program. Three of the volunteers will begin EMT school on 9/11/23. AD Sawyers stated the District has an ongoing paramedic interest list and have received three resumes thus far.
2. **Facilities Update:** Chief Gillard reported a citizen complaint regarding the condition of the paint on the south side of the station. Facility Manager Pickard has repainted the door. Station 72 bathroom repairs/remodel are expected to begin soon. The architect for Station 76 is beginning the design portion of the station. TRICO is actively working with the city regarding permitting. Chief Gillard went door to door to immediate surrounding neighbors of the new station regarding the development activity beginning on the property. Letters were also sent to all nearby owners and neighbors advising them of upcoming property development activity with an invitation to join an email distribution list for continuing construction updates. Chief Gillard also noted the impressive work that Groundkeeper Haley has been doing around the properties.

- 3. Apparatus Update:** Chief Gillard stated our fleet mechanics will be traveling to Florida next week to review the mid-build on our new E-One apparatus and will be viewing different ladder truck options.

Commissioner and Staff Comments:

FF/EMT Holmberg: expressed his thanks to the Board for their support, which is also appreciated by the bargaining unit. He stated he is excited to see our new fire engine.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting **Wednesday, August 23, 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 6:08 pm.

ATTEST:

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