

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 12, 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		

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

Approval of agenda:

Commissioner Ellingson moved to approve the 07/12/2023 agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 07/12/2023 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) to review the performance of an employee and RCW 42.30.110(1)(h) 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 5:46 pm Commissioner Ingalls called for a 20-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations, RCW 42.30.110(1)(g) to review the performance of an employee 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 6:06 pm. At 6:06 pm Commissioner Ingalls returned to the regular meeting and requested a 15-minute extension to the executive session commencing at 6:07 pm, returning to the regular meeting at 6:22 pm. At 6:22 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. June 21, 2023 Regular Meeting Minutes
 - b. June 26, 2023 Special Meeting Minutes
 - c. Vouchers

Commissioner Ellingson moved to approve the 07/12/2023 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 07/12/2023 consent agenda. Passed.

2. **Board of Fire Commissioners Finance Officer-**Commissioner Quinn has resigned with the Board of Fire Commissioners and a new Finance Officer needs to be selected. Commissioner Ellingson volunteered to take this role until the end of the 2023 calendar year.

Commissioner Milton moved to appoint Commissioner Ellingson as the Financial Officer until the end of the 2023 calendar year. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to appoint Commissioner Ellingson as the Financial Officer until the end of the 2023 calendar year. Passed.

Discussion Items:

- 1. Strategic Advisory Board (SAB) Review:** Chief Gillard is still awaiting feedback from the Strategic Advisory Board Chairman. Chief Gillard asked the board for their opinions on how the meeting was received. Commissioner Uberuaga stated it went well overall. Chief Gillard would like to provide more discussion time in the future. Commissioner Milton said we should send the information well ahead of time and ask for questions before the meeting. Commissioner Ingalls suggested a questionnaire be sent out to see how we can improve or if any questions were left unanswered. DC Russell also suggested pre-meeting options in the future.
- 2. Commissioner Position #2-**The board received three letters of interest for the vacant commissioner position and would like to interview all three of them. It was requested to set up a Special Meeting in the next few weeks to set up interviews.
- 3. Kitsap 911 Mobile Computer Terminal (MCT)/Radios-** Chief Gillard stated the District has started to receive the new MCTs. One concern is the replacement of these devices and obtaining additional docking stations. The MCTs individual cost is about \$4,000.00, with the mounting hardware, the total cost about \$5,500. Since no docking stations are being provided, it would cost the District over \$27,500.00 to get all apparatus mounted with the correct gear. Chief Gillard is working with the County Fire Chiefs and Kitsap 911 to find a cost-effective solution. Chief Gillard also stated that this could impact the budget by \$60,000.00 if we add the cost of replacements for damage and normal wear and tear. Commissioner Ellingson stated the executive board of Kitsap 911 has yet to receive any documents from the fire chiefs. Commissioner Milton emphasized the importance of MCTs to ensure service levels are met.

Informational Items:

- 1. Staffing/Hiring Update:** AD Sawyers updated the board on the current hiring/staffing status. Firefighter/EMT Cienega was terminated effective 07/03/2023 due to inability to meet probation. Firefighter/Paramedic O'Driscoll started with the District Monday, 7/10/23, and is in training. Bradlee Haley was hired as a temporary-seasonal groundskeeper for the next twelve weeks. He starts next Monday, 7/17/23, with the District. Michael Foreman has passed all his pre-employment testing and will be starting with the District 07/31/2023 as a Lateral Firefighter/EMT. The District has concluded interviews for the Firefighter/EMT position and offered the position to a Lateral Firefighter/EMT from Arizona. Commissioner Milton asked how the new employees have been progressing. Chief Gillard stated there have been no complaints.
- 2. Community Assistance Referral & Education Service (CARES):** Chief Gillard is working on an agreement with St. Michaels Medical Center to assign a physician to assist the CARES team. These physicians could prescribe medications and deliver care onsite, reducing the number of emergency visits for non-emergent needs to the emergency department. The City of Poulsbo has provided the CARES team with a social worker. The City of Poulsbo will no longer be supporting this position next year. The District is looking into grant funding to allow the District to employ its own behavioral/mental health employees. The District will add this to the 2024 budget to allow for more flexibility with the program. Next Wednesday, Bremerton Public Access Television will interview Chief Gillard regarding the CARES program. Commissioner Ingalls asked how everyone would fit in a vehicle.
- 3. Facilities:** Chief Gillard sent a status report on the facility manager's duties over the last few months. Commissioner Milton asked if the new facility manager has been able to address many of the uncompleted tasks over the previous year. Chief Gillard stated that Station 72 restrooms would be his next focus and wanted to complete the smaller tasking before directing focus to a larger scale assignment. Chief Gillard also gave an update on the Station 76 project. The District completed a draft review of the contract with Hill Inc. and TRICO. Commissioner Ellingson wanted to ensure that drawings and plans could be handed over after this project. Chief Gillard stated there is language in the contract regarding plan use. Chief Gillard requested that he be allowed to sign the contract documents once complete.

Commissioner Ellingson moved to authorize Chief Gillard to sign the Station 76 Design-Build agreement with TRICO companies once all information has been received and approved by Commissioner Ingalls. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the Station 76 Design-Build agreement with TRICO companies once all information has been received and approved by Commissioner Ingalls. Passed.

4. **Apparatus:** Chief Gillard stated the E-One cab is completed, and the District is working on a date to send the fleet management team to view the E-One engine and look at aerial devices at the manufacturer's expense. The ladder truck committee is still working on getting specifications for different options for aerial devices. Commissioner Milton asked if we considered leasing or purchasing used devices as an option. Chief Gillard stated all options are being reviewed to include the life cycle costs of purchasing. Commissioner Milton asked if getting a service contract with the other Districts would also be an option. Chief Gillard will look into this as an option in the future.
5. **July 4, 2023 Review:** DC Russell covered the 4th of July events that affected operations. The District responded to 18 calls on July 3rd, 15 calls on July 4th and 14 calls on July 5th. DC Russell stated of those calls the District responded to five brush fires and assisted with a large fire. DC Russell stated the crews did a great job.
6. **Risk Management Group IIA-** Chief Gillard requested Item #6 be moved to the next meeting.
7. **Growth Management Act Update:** Chief Gillard detailed the amount of growth anticipated over the next 20 years. Chief Gillard discussed the recommendation to the City of approving building heights to be constructed at 72 ft. which are currently only authorized at 45 ft. The District's ground ladders are only capable of reaching heights of 35 ft. Much of the anticipated growth will be multi-family housing developments. Chief Gillard also stated that there is a request to build a sports complex on the 500-acre lot by Port Gamble Park. Chief Gillard will be involved in these conversations. Commissioner Ellingson asked about the tax increment funding and commented how that could negatively impact the District.

Commissioner and Staff Comments:

Commissioner Ellingson: Commissioner Ellingson attended a recent Washington Fire Commissioner Association (WFCA) meeting and spoke about TIFF and the impact it is having. Commissioner Ellingson also commented that the Healthcare Committee approved fee increases. The WFCA approved 8.5% for medical insurance, 6% percent for medical, and 2% for dental for the PPO 100 plans. All Kaiser Plans increased to 15.4%. The WFCA also is increasing the WFCA conference fee to \$405.00 for 2023.

FD Luther: Commented the District has received an interim settlement of \$90,000 for fiscal year 2021/2022 for GEMT.

Commissioner Ingalls: Asked how previous employee Sue Gibbs was doing.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, July 26, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 22, 2023 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 6:23 pm.

ATTEST:

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