

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 23, 2023
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Jeff Uberuaga	Commissioner
William Whiteley	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Nichole Sawyers	Administrative Director (AD)
Wendy Luther	Finance Director (FD)	Carissa Robideaux	Administrative Specialist

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

Approval of agenda:

Commissioner Ellingson moved to approve the 08/23/2023 agenda. Commissioner Milton seconded. Discussion: Commissioner Milton requested Action Item #1 occur after Action Item #2. Motion was carried with a unanimous vote to approve the 08/09/2023 agenda with the requested amendment. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:01 pm Chief Gillard 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 6:00 pm Commissioner Ingalls called a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:10 pm. At 6:10 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. August 9, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (August)

Commissioner Ellingson moved to approve the 08/23/2023 consent agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 08/23/2023 consent agenda. Passed.

2. **Oath of Office-William Whiteley:** Commissioner Ingalls swore in William Whiteley who recited his oath of office to serve in the Kitsap County Fire District No. 18 Commissioner Position 2.

3. **Commissioner Payroll (August)**

Commissioner Ellingson moved to approve the August Commissioner Payroll in the amount of \$1,536.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the August Commissioner Payroll in the amount of \$1,536.00. Passed.

Discussion Items:

- 1. Ambulance Billing Rate Proposal** – Chief Gillard discussed that Kitsap County would like to formulate a similar/uniformed ambulance transport rate and collection practice across district agencies. The District is currently significantly behind other district’s billing rates; we presently charge less than what Medicare reimburses. Commissioner Milton stated he would like to see adjustments to the proposal. Commissioner Ingalls asked Chief Gillard what the hard cost of each transport is. Chief Gillard stated it is \$3,600. Commissioner Ellingson stated we have not increased our transport rates since 2013 and stated he would support the full increase. Commissioner Whiteley stated that he too sees the need for a rate increase. Chief Gillard feels the current rate increase proposal is too aggressive and would recommend a gradual price increase enacted. Chief Gillard noted we currently send a balanced bill (where the patient is sent a bill for the difference in cost after insurance pays) and that we do not send anyone to collections based on the inability to pay. Chief Gillard will work with North Kitsap Fire & Rescue and Bainbridge fire chiefs to discuss the matter further.
- 2. Personal Protective Equipment (PPE)-PFAS Mitigation** – Chief Gillard stated Captain Sommer has been coordinating with other agencies on plans on how to reduce exposure from PFAS in PPE. The current recommendation is to utilize a company which utilizes a CO2 based cleaning process, which has been tested by Underwriters Laboratory (UL), to clean PFAS from bunker gear. The District has been quoted a cost of \$27,000 for the service. Chief Gillard strongly advocated for this as a cost effective way to reduce risk to our firefighters. Chief Gillard noted PFAS-free gear is not yet available for purchase. The board gave their full support to proceed with utilizing the CO2 cleaning company for bunker gear.
- 3. City Impact Mitigation Fees** – Chief Gillard discussed possible “fees for service” as revenue possibilities available through the City and the board provided the following feedback on each item:
 1. Building plan review fees conducted by the District’s Fire Marshal (assessed by the hour) to ensure new buildings meet fire code – the Board supports pursuing this fee.
 2. Life safety inspections (fire inspections) fees for current businesses – based on Board feedback, Chief Gillard will not pursue this fee at this time.
 3. Building height impact fees used to offset costs for specialized equipment (such as ladder trucks) assessed for each additional story built over three stories high, up to (proposed) six-story structures within the City. A fee of approximately \$20-\$30K per story would be assessed - the Board supports pursuing this fee.
 4. Capital facilities plan impact fees for new development would assess approximately \$800-\$900 per single-family home constructed, and \$1 per square foot for commercial. Chief Gillard estimates a possible \$100K in revenue for the District. The Board will withhold a formal opinion/suggestion on the matter, but would like Chief Gillard to draft an ordinance for their review.
- 4. Veterans’ Administration (VA)-Facility Use Agreement** – Chief Gillard has received a contract for the VA to use our parking lot and has verified with the VA that the District shall have the ability to terminate the contract at any time and that the District carries no liability for any damages incurred while on District property. Chief Gillard recommended allowing two parking spots at Station 71 to be utilized by the VA.

Commissioner Milton moved to authorized Chief Gillard to sign the Veterans’ Administration Facility Use Agreement. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the Veterans’ Administration Facility Use Agreement. Passed.

Informational Items:

- 1. Financial Report** – FD Luther stated that the Salish Behavior Health Grant and Poulsbo Fire Cares Grant both expired June 30, 2023. The District’s current interest rate is 2.45%. The second review of the 2024 budget has also been completed.
- 2. Overtime Report** - Net overtime is under \$40,000 for July. Presently, we have spent 36% of our overtime budget for the year.

3. **Operations Report** – DC Russell stated in July we responded to 354 incidents. Mutual aid was provided 34 times and mutual aid was received 35 times. Chief Gillard praised DC Russell for implementing the Kitsap County Emergency Move-Up plan.
4. **Strategic Advisory Board Survey Responses** – Administrative Specialist Robideaux reported that based on the responses, the majority of respondents stated they would be interested in having a video presentation of material viewable prior to the meeting. Additionally, respondents suggested that meeting materials be made available well in advance of the meeting to allow for proper review.

Commissioner and Staff Comments:

Chief Gillard - Through an interlocal agreement, he will be working to bring storage of disaster supplies to the District's stations. The District has received a \$25,000 Fall Prevention Grant contract to begin implementation of the Timed Up and Go (TUG) test program. Chief Gillard would like to work towards having the District's various logos utilized be uniform and consistent.

Commissioner Ellingson - Welcomed Commissioner Whiteley to the Board. Commissioner Ellingson stated that he has been nominated for the Washington Fire Commissioners Association (WFCA) Region 9 director position.

AD Sawyers - Would like the Commissioners and other invitees to RSVP for WFCA Conference and Snure Seminar in October.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting, **Wednesday, September 13, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, September 26, 2023 19:00 via Zoom**

Adjourn: The meeting was adjourned by common consent at 6:11 pm.

ATTEST:

Carissa Robideaux in Lieu of Nichole L. Sawyers, KCFD #18 Secretary to the Board