

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 27, 2021
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	Staff	Bruce Peterson	Staff
Lise Alkire	Staff	Wendy Luther	Staff

Call to Order: Meeting was called to order by Chair Ellingson at 4:00pm.

Approval of Agenda:

Commissioner Uberuaga moved to approve the 1/27/2021 agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 1/27/2021 agenda as modified.

Public Comment: There was no public comment.

Executive Session: At 5:35 pm Chair Ellingson called for a 20-minute executive session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate and pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:55 pm Chair Ellingson extended the executive session for five minutes; at 6:00pm he closed the executive session and reopened the regular meeting. There was no action taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 1/27/2021 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 1/27/2021 consent agenda.

2. Ratification Fund 90912 \$69,996.88 (2020 13th month)

Commissioner Uberuaga moved to ratify vouchers from fund 90912 in the amount of \$69,996.88. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify vouchers from fund 90912 in the amount of \$69,996.88.

3. Ratification Fund 90915 \$11,730.63 (2020 13th month)

Commissioner Uberuaga moved to ratify vouchers from fund 90915 in the amount of \$11,730.63. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify vouchers from fund 90915 in the amount of \$11,730.63.

4. Commissioner Payroll (January)

Commissioner Uberuaga moved to approve commissioner payroll for the month of January in the amount of \$2,048.00. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of January in the amount of \$2,048.00.

Discussion Items:

- Staffing/Hiring Update:** ASM/HRM Alkire reported three of the candidates had successfully completed their requirements of the conditional offer and had been notified the pre-employment process had been completed; the district is still waiting for the final result on the fourth candidate. The scheduled start date is February 15th, but if the fourth candidate is unable to submit his notice by February 1st, he may need to start a few days later and will need to be incorporated into the orientation/training schedule. She and B/C Anderson are confident that can be achieved.
- Decontamination Room Bids:** D/C Peterson reported seven bids were submitted, ranging in price from \$242,000 to \$280,000, and after a detailed review it was determined that all bid packages were complete. The lowest responsible bidder was TEC Construction with a bid of \$242,000 and

as TEC's submission was complete, he is recommending the board award the Station 71 decontamination room project to them. D/C Peterson noted that the initial projected cost for the project was \$200,000 a year and half ago, and cost of supplies had increased so he wasn't too surprised that the actual bid was more than that projected cost. The board requested a cost-to-date detail which D/C Peterson will provide. The following motion was made:

Commissioner Milton moved to award the Station 71 decontamination room remodel bid to TEC Construction in the amount of \$242,000, exclusive of sales tax. Commissioner Ingalls seconded. Motion was called with a unanimous vote to award the Station 71 decontamination room remodel bid to TEC Construction in the amount of \$242,000, exclusive of sales tax.

3. **City and PFD Cares ILA:** Chief Gillard reported he had hoped to have this document ready for the board's review. Unfortunately, the version he received back from the city after attorney Snure's review had the fire department indemnifying the city, but not the other way around. He has contacted Mayor Erickson who understands his concerns and will get the situation rectified. She reiterated her commitment to making this program work. It was confirmed the MHP (Mental Health Professional) has been hired and is operating in partnership with OPCC (Olympic Peninsula Community Clinic). Chief Gillard expects to have the revised version to the board for review prior to the next board meeting. On a related note, Chief Gillard presented a draft of Policy 8300 EMS Prevention for the board's review and procedure 8300-1 CARES Program. MSO Captain Gillanders provided an overview of the procedure. The board requested the document be sent to the attorney for final review before adoption. This item will remain on the February 10th agenda for further discussion, as well as a discussion regarding the district's role in welfare checks and the circumstances under which fire would be called or law enforcement.
4. **Billing County for Fire Protection Services:** Commissioner Ellingson reported this subject had been raised at the executive board meeting of the KCFCA. In the past, the district used county services for payroll and accounts payable functions at no cost to the district, in exchange for which the district provided fire protection services for county properties at no cost to the county. The question is, now that the district no longer utilizes county services for payroll and accounts payable meeting, does the district want to charge the county for fire protection services. Chief Gillard noted the county chiefs are considering the same question and NKF&R's Chief Smith has been tasked to explore what other counties are doing. It is clear to both the chiefs and the commissioners that more information is needed to make a final decision. Another element to be explored is would the charge, if that is the direction that is followed, be a fee for service or a static on-going fee? Commissioner Ellingson will continue to communicate with the commissioners and Chief Gillard will do the same with the chiefs.

Informational Items:

1. **COVID-19 Status Report:** Chief Gillard reported the two-week trend data has improved and with the response personnel who wanted a vaccination getting one, new work rules have been adopted, in agreement with the bargaining unit, regarding COVID leave. As of now, if an employee experiences community exposure and needs to isolate, quarantine, or worst case scenario gets sick, they will be required to use their personal sick leave. The plan is to bring non-response staff back into the office once the second vaccination efficacy period has been achieved; all the administrative staff have received their first dose and are scheduled for their second early February. District personnel will participate in the community vaccination program and attorney Bagwell is drafting an ILA between the county's fire districts and the health department. The health department will reimburse any costs that fall outside of the CARES reimbursement. The first community vaccination site has opened at the St. Michael's Bremerton site and two firefighters will going there tomorrow to assist with the monitoring portion of the process. The firefighters' participation should be at no cost to the district as the federal reimbursement is 75% and the health district will reimburse the other 25%. Firefighters may also participate in mobile vaccination clinics when those are in operation; unfortunately, currently the health district doesn't have any vaccine to spare. The city is also planning to hold a clinic at a local senior living facility in conjunction with Safeway. Attorney Bagwell

has suggested that districts get a letter from the health district identifying that our help has been requested under the auspices of the health district.

- 2. Readiness Center Update:** D/C Russell reported that the “fundamentals” committee had three areas of focus: ladders; ropes and knots; and PPE. The committee came to a consensus regarding how these areas will operate county wide. He continued that, as expected, the financial committee’s challenge is a little more complicated. Initial cost projections for the consortium are \$1 million, approximately \$50,000 of which would be the district’s portion; some of that cost could be offset by providing personnel. This subject is on the February 4th county chiefs’ meeting agenda.
- 3. Fleet Update:** D/C Peterson reported the committee to explore an engine with an aerial device has been formed. The engine replacement project continues with the final design and drawing approval process continuing; once that is finalized – which should be shortly – the build schedule will be developed. D/C Peterson closed his report by noting Marine 71’s pump has been repaired and there is now a back-up.
- 4. Overtime Report (December):** D/C Russell provided an overview of this report that was included in the packet; if the overtime costs attributed to wildland fire deployment and COVID are deducted from the total for the year, 50% of the budgeted amount was expended. It is anticipated that 75% of the COVID related costs will be reimbursed, although there has not yet been a determination if the state will reimburse 12.5% of the remaining 25%. It is expected that 100% of the wildland deployment related costs will be reimbursement, although that may not occur for several months.
- 5. 2020 Standard of Cover Report:** D/C Russell reviewed this statutorily required report and after some brief discussion, the following motion was made:

Commissioner Quinn moved to adopt the 2020 Standard of Cover Report. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt the 2020 Standard of Cover Report.

Commissioner and Staff Comments:

Commissioner Quinn asked for clarification of what happens to “surplus” budget dollars; FM Luther confirmed any excess dollars go into the district’s reserves.

Commissioner Milton commented that, regarding the aerial engine, a smaller piece of equipment should be considered; he will meet with Chief Gillard to discuss this subject.

Commissioner Ellingson reported the WFCAs spring conference as well as the Region 9 meeting have been cancelled; there is optimism that the fall WFCAs conference will go on as scheduled. He was encouraged to explore conducting a conference via Zoom™ if possible.

Chief Gillard provided information regarding an additional policy D/C Russell is drafting regarding billing for service for illegal burns. In drafting this policy, considerations include: 1) the district can bill the property owner directly 2) the county fire marshal’s office may be contacted, but the fire marshal only wants involvement if an actual fire hazard is occurring. The county can impose a fine, but may only do so if the county has issued the burn permit, and the fire departments issue burn permits; 3) if an individual is brought to court and is fined, the money goes to the courts unless directed otherwise by the judge; 4) reckless burning may be charged, but is generally pleaded down to a misdemeanor; and 5) PSCA (Puget Sound Clean Air) can fine and recompense the district. Policy language will be coming to the board soon.

Public Comment: There was no public in attendance.

Good of the Order:

Next Regular Meeting scheduled for Wednesday, February 10, 2021 at 16:00 via Zoom™

KCFCA Meeting scheduled for Tuesday, February 23, 2021 at 19:00 via Zoom™

Adjourn: The meeting was adjourned by common consent at 6:01 p.m.

ATTEST: