

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 10, 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 2/10/2021 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 2/10/2021 agenda.

Public Comment: There was no public comment.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 2/10/2021 consent agenda. Commissioner Ingalls seconded. Discussion: Commissioner Uberuaga had some questions regarding fees on three invoices; staff will respond within the next week. Motion was called with a unanimous vote to approve the 2/10/2021 consent agenda.

2. Ratification of US Bank Vouchers \$7,047.99

Commissioner Uberuaga moved to ratify US Bank vouchers in the amount of \$7,047.99. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers in the amount of \$7,047.99.

3. Buyer's Agency Agreement: Chief Gillard noted this agreement is similar to the one used for purchasing the land for Station 77 and he confirmed that the five percent fee noted on the agreement is the district's maximum exposure; the actual dollar amount is based on the purchase price. The following motion was made:

Commissioner Ingalls moved to authorize Chief Gillard to sign the Buyer's Agency Agreement on behalf of the district. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the Buyer's Agency Agreement on behalf of the district.

Discussion Items:

- Staffing/Hiring Update:** ASM/HRM Alkire confirmed three of the four new firefighters will start on Monday, February 15th; it is anticipated the group will work days for their first three weeks. Progress is being made regarding the fourth firefighter, but final clearance is necessary to fulfill the requirements of the conditional offer. Chief Gillard noted the separation agreement with CRS Matson has been signed, effective February 17th.
- City and PFD Cares ILA/Procedure:** Chief Gillard reported the legal review of the ILA had been completed by attorney Snure. Chief Gillard has also met with Mayor Erickson and the city attorney regarding the roles/responsibilities of our respective organizations, but discussion continues regarding types and amounts of insurance needed. It was confirmed the district's liability insurance carrier is very familiar with CARES programs and has approved the program. On a final note, Chief Gillard confirmed OPCC (Olympic Peninsula Community Clinic), the third partner in the PFD

CARES program, has indemnified the district. After some discussion, the following motions were made:

Commissioner Quinn move to adopt Policy 8300 EMS Prevention. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Policy 8300 EMS Prevention.

Commissioner Quinn moved to authorize Chief Gillard to sign the ILA with the City of Poulsbo on behalf of the district once final approval is received. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the ILA with the City of Poulsbo on behalf of the district once final approval is received.

3. **Billing County for Fire Protection Services:** Chief Gillard began this discussion by noting the WAC requires public agencies to negotiate for fire protection services and his research indicated there is \$92m tax exempt property in the district, which doesn't include public property which the county does not assess; while several of these properties are churches, there is significant county park areas where there is no revenue for fire protection services. SKF&R and CKF&R are also concerned about the county administration buildings and the fairgrounds, respectively. While a long-term approach could certainly be to negotiate annual fees with the appropriate agencies, a more palatable strategy may be to focus on a fee for service approach. The Kitsap County Fire Commissioners and Chiefs will continue to communicate with their respective groups and each other on finding a solution to this issue and it will also be discussed at the February 23rd KCFC meeting.

Informational Items:

1. **COVID-19 Status Report:** Chief Gillard reported the administrative support group of the county chiefs developed recommendations regarding when business offices are staffed-and at what level-and the timing for reopening stations. Two district members participated in the vaccination clinic at the Hostmark apartments which went very smoothly; while both the county health department and the county EOC are in support of these efforts, he continues to request written confirmation from the health district that we participated per their request so that reimbursement may be sought. The district also participated in the community vaccination clinic housed at St. Michael's, which also was very successful, but the health district has not received any more vaccines in the past two weeks so that community site has been temporarily shut down.
2. **Readiness Center Update:** Chief Gillard reported on the presentation made at the county chiefs' meeting. At the end of the presentation it appeared that the chiefs were in support of moving forward immediately in forming the consortium and funding three full-time positions. Chief Gillard encouraged the group to slow down and keep moving forward as districts are able with the idea that the program could be implemented in 2022. There were concerns expressed regarding the benefit to our community, that fact that we already work collaboratively with NKF&R and BIFD, and discussion regarding the potential extra benefits versus the risk of not joining the consortium. Chief Gillard noted the primary risk of not joining is not having the opportunity to participate on a county-wide basis on projects such as developing county-wide incident management procedures; have the ability to send a recruit class to the consortium for training; participate in rescue training; or multi-company live fire training. He confirmed that both NKF&R and BIFD are in favor of joining the consortium and that the county training officers are working collaboratively on developing a core curriculum. He also noted training consortiums are definitely a trend in the fire service. The projected cost to the district is \$50,000 for the base fee, some of which may be recouped by providing instructors or a training officer for specific periods of time. Whether or not to join the consortium will continue to be reviewed and a spread sheet identifying costs is being developed.
3. **Fleet Update:** D/C Peterson reported FM Annear continues to work with Darwin on the engine replacement. D/C Russell also reported that the focus of this year's AFG (Assistance to Firefighters Grant) program are engines with an aerial device and he, in collaboration with D/C Peterson, is developing a grant submission which he intends to submit by the end of the week. The estimated cost is \$800-860,000 which would require a district match of approximately \$78,000 if the grant is received and he wanted to confirm the board's concurrence with submitting for the grant. There was

discussion regarding when and how the engine would be used and it was confirmed that there are several properties in the district that would benefit from the capabilities of this type of engine. D/C Russell reminded the board there has been a ladder truck requirement from the WSB for several decades and the district loses points after every review for not having this type of engine in the fleet. This and fire prevention services are the two areas that, if improved, will allow for a lower fire rating, thus reducing commercial fire insurance rates for district businesses.

4. AFG (Assistance to Firefighters Grant): see above.

5. Kitsap 911: Chief Gillard began this discussion by noting the radio replacement project needs to move forward as the current system cannot be sustained and the 1/10th of one percent measure is to fund the infrastructure. Commissioner Ellingson noted the Kitsap 911 Executive Board has not discussed any increase in user fees and is focused on identifying costs and then strategizing mitigation efforts. Examples of items that need to be considered include things such as that LED lights put out RF signals that can interfere with radios signals and that there will most likely be the need for more towers, which run approximately \$1m each. Commissioner Ellingson stated steps are being taken to improve radio communications among all agencies, including law enforcement, to improve the system until it can be replaced.

Commissioner and Staff Comments:

Commissioner Quinn commented a good job was done on resolving the personnel matter; there was also a brief discussion regarding future ballot measures and timing.

Commissioner Milton commended the crew for a recent response to his home.

Commissioner Ellingson reported on the recent L&I Technical Review meeting: two inspections had been conducted in response to COVID 19 violation complaints; L&I found the stations in question were in compliance so there were no findings. The WFCFA selected him to replace Commissioner Dale Mitchell on the Fire Service Leadership Forum; he now serves as the chair of that group. The fire training academy in North Bend is breaking ground this spring, but the state fire marshal's office is subject to furloughs as well as a potential 15% budget cut. Regarding legislation, bills that are being considered include the ability for fire district boards comprised of three commissioners may have five and five member boards may seven; there is also legislation relating to volunteer stipends not being subject to employment security obligations if the volunteer is laid off at their regular job – the issue being that volunteer stipends are not income. There are also measures regarding fuel tax exemptions for fire districts and sales tax exemptions on fire apparatus. The sales tax exemption proposal is not likely to be considered as the state is facing budget challenges and the exemption would have a potentially significant impact on state revenue. Commissioner Ellingson closed his remarks by reporting he had participated that day's WFCFA webinar regarding legislative priorities and how to testify virtually.

D/C Peterson reported he had received the signed contract from TEC Construction and the project may begin as early as next week.

Public Comment: There was no public in attendance.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, February 24, 2021 at 16:00 via Zoom™**

KCFCFA 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:

Lise D. Alkire, KCFD #18 Secretary to the Board