

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 10, 2021
Poulsbo Fire Department via Zoom™
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 Milton moved to approve the 3/10/2021 agenda. Commissioner Ingalls seconded. Discussion: Chief Gillard asked that "2020 Budget" be added under Discussion. Motion was called with a unanimous vote to approve the 3/10/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: At 5:24pm Chair Ellingson called for a 30-minute executive session pursuant to RCW 42.3.110(1)(b) to consider the selection of a site or the acquisition of real estate and RCW 42.30.110(1)(g) to review the performance of an employee. At 5:54pm Chair Ellingson extended the executive session for 20 minutes; at 6:14pm he closed the executive session and reopened the public meeting. There was no action taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 3/10/2021 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 3/10/2021 consent agenda.

2. Ratify US Bank Vouchers \$17,217.70

Commissioner Uberuaga moved to ratify US Bank Vouchers in the amount of \$17,217.70. Commissioner Ingalls seconded. Motion was called with a unanimous vote to ratify US Bank Vouchers in the amount of \$17,217.70.

Discussion Items:

- 1. Staffing/Hiring Update:** It was reported that all four new hires will be assigned to shift, beginning the week of March 14th. There was also an injury related to training during the mini-academy conducted by the district; this incident as well as the training plan will be reviewed by a third-party. On-going discussions continue with the bargaining unit regarding the second administrative specialist position, bargaining unit labor and potential impacts of assignments; it is anticipated that a plan will be developed next month for filling that position. It was also confirmed that Lt. Serwold is still planning on retiring mid-year, although the district has not yet received written confirmation of his intent.
- 2. PFD Cares Update:** Chief Gillard reported that the appropriate ILAs have been signed; a release of information document is being reviewed that will afford the team the ability to share patient information as necessary with the appropriate agencies. Chief Gillard closed his report by noting that so far this year, the Cares team is actively working with 22 people and he asked that this item be removed as a regular topic on the agenda; the board concurred, although they did ask for periodic updates on the program's impacts.
- 3. Contract with County for Fire Protection Services:** Chief Gillard began this discussion by reporting Chief Smith has spoken with attorney Brian Snure who told him fees for fire protection services for vacant land cannot be pursued and that is the majority of our district. Mr. Snure also

confirmed that fees for protection of public parks are not allowed as it is considered that a community's residents already pay for fire protection and a "fee for service" would be double dipping. This subject has been discussed with the county fire chiefs and there is some concern about continuing to pursue this issue with the county as there is also a need for the county's support of a 1/10th of one percent tax increase for the new radio system, and that takes priority. There was some discussion regarding protection for public buildings: there may still be room to negotiate with the county for fire protection on public buildings. There was also some discussion regarding potential alternative routes for fire protection revenue. Chief Gillard will continue to research this subject and will ask attorney Snure for the language in King County's agreement with fire departments.

- 4. 2020 Budget:** Chief Gillard began this discussion by noting that in the 2021 approved budget, there is a line item for Wildland PPE, but the request did not reflect that the purchase had been made in 2020. The program manager had approved purchase of four pairs of Wildland firefighting boots and those purchases were made by individuals with their personal money. The program manager's intent was to seek reimbursement for \$300 per pair of boots and that amount was included in the 2021 budget request. At the time of budget approval, it was not made clear by the program manager that: 1) the items had already been purchased in 2020 and 2) the amount reflected in the 2021 budget was for \$300 per pair, not the full cost of the boots. Reimbursement would put the district in the position of paying for a 2020 purchase out of the 2021 budget; FM Luther contacted the auditor's office regarding this issue and was informed that the reimbursement could occur with formal action by the board. After discussion, the board determined that the firefighters' purchases should be reimbursed at 100% - as is the case for any department issued PPE - and the boots will be the property of the district. Chief Gillard noted that there will be remedial training conducted with the program manager, which is a separate issue, but reimbursement needed to occur. The following motion was made:

Commissioner Ingalls moved to approve reimbursement to four firefighters for the 2020 purchase of Wildland PPE out of the 2021 budget, not to exceed \$2,400. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve reimbursement to four firefighters for the 2020 purchase of Wildland PPE out of the 2021 budget, not to exceed \$2,400.

Informational Items:

- 1. COVID-19 Status Report:** Chief Gillard reported progress is being made regarding the agreement with the health district for firefighters staffing clinics; however, approval of this delegation of authority requesting the district's assistance must come from the state EOC. There will be three clinics across the county that will be staffed – after approval from the state – with four paramedics, six days a week. It is anticipated that the clinic being established at the Poulsbo campus of Olympic College will be open by the end of the month. Chief Gillard closed his report by noting the infection rate in the county continues to decline and the vaccination inventory is improving.
- 2. Training Consortium ILA:** Chief Gillard reported this project is moving quickly with some of the other districts having already signed the ILA; however, he still has some concerns. There is a projected cost to join of \$40-50,000 annually with no staff participation, but the amount may be reduced if, for example, the district made its training officer available for periods of time. There is also the potential of reducing that annual amount through the consortium contracting with the district for use of the training tower at Station 77. There is the potential of cost savings due to less outside training and its associated costs. It was confirmed that attorney Snure has reviewed the ILA and that the agreement includes language to withdraw. Chief Gillard would like this subject discussed at the Tri-North meeting before a final decision is made. On a related note, there also needs to be a conversation with the Station 73 community regarding the future disposition of the station.
- 3. Facilities Update:** Chief Peterson briefly reviewed the estimated cost spread sheet that was included in the packet, clarifying that the EHSI International line cited on the document was the organization hired to conduct the hazardous material testing required prior to demolition. As was previously reported to the board, lead was found in the tile in the bathroom as well as the sinks; the

contractor has submitted the plan for removal to the EPA. EPA's approval must be received prior to beginning demolition.

- 4. Policy 5031 – Special Events and Standby Reimbursement (should be “Response and Standby Expense Reimbursement”):** D/C Russell introduced this policy by noting there is a separate Special Events policy and this policy relates to standby fees related to “for profit” events; multiple alarm activations; and illegal burning, arson, and acts of negligence. This policy and related procedure formalizes the district’s process regarding reimbursement/remuneration from other public agencies and provides authority to the district to seek those fees. Some suggestions were made regarding language and D/C Russell will make those changes and bring the policy back to the board.
- 5. Policy 7080 Infectious Diseases:** It was suggested to change the language in the first sentence of the policy statement from “maximize protection” to “minimize exposure.” The following motion was then made:

Commissioner Quinn moved to adopt Policy 7080 Infectious Diseases, changing “maximize protection” to “minimize exposure.” Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Policy 7080 Infectious Diseases, changing “maximize protection” to “minimize exposure.”

- 6. SAFER Grant:** D/C Russell reported he is writing a SAFER Grant for four response personnel; the addition of these personnel will provide both sustainability as well as provide staffing for the new station. The request is for \$1.4m over a three-year period; he will confirm and inform the board of any matching obligation before grant submittal, which will be on March 12th.

Commissioner and Staff Comments: There were no comments.

Public Comment: There was no public in attendance.

Good of the Order:

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

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

Tri-North Meeting scheduled for **Monday, March 29, 2021 at 19:00 via Microsoft Teams™**

PDC Filing Deadline: **April 15, 2021**

Adjourn: The meeting was adjourned by common consent at 6:14p.m.

ATTEST:

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