

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 24, 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
Travis Beach	Staff	Kevin Vay	Staff

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

Approval of Agenda:

Commissioner Milton moved to approve the 3/24/2021 agenda. Commissioner Uberuaga seconded. Discussion: Commissioner Ellingson asked that the executive session also include RCW 42.30.110(1)(g) to review the performance of an employee. Motion was called with a unanimous vote to approve the 3/24/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: At 6:10pm Chair Ellingson called for a 10-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 6:20pm Chair Ellingson 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 3/24/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 3/24/2021 consent agenda.

2. Commissioner Payroll (March)

Commissioner Uberuaga moved to approve commissioner payroll for the month of March in the amount of \$2,688.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of March in the amount of \$2,688.00.

Discussion Items:

- Staffing/Hiring Update:** Chief Gillard reported he had received a letter of resignation from Lt. Serwold announcing he will be retiring effective May 1, 2021. FF/PM Sommer will be promoted to lieutenant, effective May 1st, to replace Lt. Serwold. Lt. Harvey will be moving to days, effective April 1st, to his new role in fire prevention. With Lt. Harvey moving from "C" shift to days, Lt. Friedman will replace Lt. Harvey in that position. Chief Gillard continued by noting work continues with leadership and labor to identify the needs and define the role of the second administrative specialist position. He closed by noting the minimum requirements for shift staffing have been revised to a more stepped approach so that new members may be part of minimum staffing sooner.
- Contract with County for Fire Protection Services:** Chief Gillard reported he has been researching sample ILAs regarding how other organizations handle fire protection and associated fees for county-owned properties. While establishing a fee schedule for county-owned properties may be problematic at this time, he is compiling a packet of subjects to be discussed with the city where there may be more flexibility. Potential areas to be explored are the ability to collect mitigation fees through the city as well as fee for service for protecting city-owned properties. The potential revenue is unknown as the county does not conduct appraisals on publicly owned

properties. Chief Gillard will confer with attorney Snure regarding potential liability issues before further action is determined.

- 3. Policy 5031 – Response and Standby Expense Reimbursement:** D/C Russell reviewed the language added to the policy and he will research what other agencies have developed; if there is additional language found to be necessary, he will bring the policy back again. In the interim, the following motion was made:

Commissioner Milton moved to adopt Policy 5031 Response and Standby Expense Reimbursement. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Policy 5031 Response and Standby Expense Reimbursement.

Informational Items:

- 1. COVID-19 Vaccination ILA:** Chief Gillard reported this draft of the ILA with Kitsap County Public Health has been reviewed by attorney Brian Snure and the final version should be available by the end of the week; he is seeking authorization to sign the ILA once finalized. While all avenues for receiving state and federal funds continue to be explored, this ILA with the county health department will get the process started. The following motion was made:

Commissioner Milton moved to authorize Chief Gillard to sign the ILA with Kitsap County Public Health once the final version has been received. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the ILA with Kitsap County Public Health once the final version has been received.

- 2. Training Consortium ILA: Net positive.** Chief Gillard began this discussion by noting SKF&R has already signed the ILA and he believes BIFD has also recommended joining the consortium to its board. A county-wide training manual is being developed by B/C Anderson. Chief Gillard continued by reporting he still has some questions, although it has been confirmed that the training officer may remain in their home station and not necessarily have to be on-site at the training tower in Bremerton. He has also confirmed that annual consortium membership fees may be offset by both personnel time (e.g. assigning our training officer to the consortium for a period of time) as well as use of the district's training tower at Station 77; however, he cannot guarantee that it will be cost neutral. Chief Gillard will develop a white paper addressing these issues and will try and provide some rough estimates of the financial impact of consortium membership. There are still questions to be addressed such as the number of academies and/or classes that will be offered each year. While there may be a possibility of paying for individual training opportunities, if the district is not part of the consortium we would not have any input into any of the multi-company training opportunities. There are also questions regarding maintaining response capabilities in the district while training is conducted in Bremerton. Bremerton is the only site with live fire training, although the training tower at Station 77 is a very viable second choice which has been used on several occasions for multi-company training. It was noted that the district has an outstanding training program and has interoperability arrangements with surrounding districts. This subject will be on the March 29th Tri-North meeting agenda.
- 3. Facilities Update:** D/C Peterson will be providing Commissioner Ingalls with an updated financial report. Demolition is on-going and there was a slight issue when the wall was opened up, a challenge was encountered requiring some re-engineering, but the associated cost should be offset by a simpler design with a minimal financial impact. The project should be completed in approximately six weeks.
- 4. Policy 5200 Incident Reporting:** Chief Gillard presented this policy and procedure that has been re-formatted by B/C Rahli; the policy remains substantively the same, but procedures are very different as they reflect the district's new data gathering software.
- 5. Kitsap 911 Radio System Update:** Chief Gillard began this discussion with a brief review of the current radio system, noting that while modifications are currently being made, it's band aids on a substandard system and the county chiefs are promoting focusing on repairing the system in the short-term to address issues with a long-term goal of replacing the system. Chief Faucett and he have met with the Kitsap 911 Director Richard Kirton to begin framing options to replace the system. As part of this effort, he would like to invite Mr. Kirton to make a presentation to the Tri-North group

in April as a “dress rehearsal” for the presentation to the full Kitsap 911 board, with the hope the board will recommend to the county commissioners funding this issue through a 1/10th of one percent sales tax increase should be placed on the ballot. An example of challenges to be addressed is radio communication capability while in underground parking or some large buildings; this situation requires repeaters for radios to work, but repeaters may cost hundreds of thousands of dollars versus a replacement system that includes the repeaters.

- 6. Financial Projections:** Chief Gillard and FM Luther began this discussion by reviewing the two versions of the financial projections that were included in the packet. Using a baseline of 52 FTEs (full-time employees) which is our current count and the anticipated 2024 successful renewal of the fire levy, the projections reflect a positive ending balance through 2025. Chief Gillard noted he is working with labor regarding filling the second administrative specialist position that has been vacant since 2019 as well as the needs in the vehicle maintenance division; he expects to bring recommendations to the board by the end of April. In addition to personnel, the district also has facility and apparatus needs. While it is always prudent and necessary to maintain healthy reserves, he has confirmed that maintaining 25% percent of reserves will not negatively impact the district's bond rating; but, there needs to be a balance between maintaining healthy reserves while not becoming a savings bank. Whatever can be expended out of reserves is that much less that needs to be asked for through the capital bond. One area of concern that could be addressed immediately is the purchase of replacement engines; the engine that is being used for first out response from Station 71 is 24 years old without any of the current safety equipment. Both 1996 engines need to be replaced and there was discussion regarding the cost of retrofitting older engines with safety equipment versus buying new engines already equipped with current safety equipment. There was additional discussion regarding strategies for managing capital expenditures and the reserve account. Chief Gillard will develop a list of priorities for the board's consideration.
- 7. Financial Report (February):** FM Luther reviewed this report, which is in the new financial software's format and was included in the packet, noting there was nothing unusual in the month's report; the board commented they liked the new format.
- 8. Overtime Report (February):** D/C Russell reviewed this report that was also included in the packet, reflecting 10% of the overtime budget expended year to date.
- 9. Operations Report (February):** D/C Russell had previously distributed the Kitsap 911 February end of month report, which reflected the district's call volume was down by about 11%, a trend that appears to be continuing in March. He also provided brief reports on a recent significant event involving someone driving into a building that resulted in no injuries to anyone involved. He also noted the district provided support to the response crew at BIFD after a triple fatality accident on the island; our crew providing response relief allowed for the BIFD crews to recover after the incident.

Commissioner and Staff Comments:

Commissioner Uberuaga asked for a monthly update on the status of the replacement engine.

Commissioner Milton thanked retiring Lieutenant Serwold for his years of service. Lt. Serwold comes from a long-time Poulsbo family and he appreciates that Lt. Serwold returned “home” to serve our community. Commissioner Milton closed his remarks by commending D/C Russell and the crews for their excellent job in supporting BIFD.

Commissioner Ingalls inquired about the timing for re-opening the station to the public; Chief Gillard responded that date has not yet been determined by the state.

Commissioner Ellingson reported the Kitsap 911 staff will be back in their facility as of May 1st, but they will not be re-opening to the public until June. He also reported that he had heard back from Representative Kilmer's office regarding the federal employee medical benefit reimbursement issue for transports; Representative Kilmer's office will reach out to OPM (Office of Personnel Management) to conduct an inquiry regarding this issue and try to find a resolution.

Chief Gillard provided a brief update on the PFD Cares program, reporting there had been six successful interventions over the past month, five of which were in the district and one in NKF&R's area.

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Public Comment: There was no public in attendance.

Good of the Order:

Next Regular Meeting scheduled for Wednesday, April 14, 2021 at 16:00 via Zoom™

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

KCFCA Meeting scheduled for Tuesday, April 27, 2021 at 19:00 via Zoom™

PDC Filing Deadline: April 15, 2021

Adjourn: The meeting was adjourned by common consent at 6:20p.m.

ATTEST:

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