

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**April 28, 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 Quinn moved to approve the 4/28/2021 agenda. Commissioner Ingalls seconded. Discussion: HB 1189 was added under "Information" and an executive session pursuant to RCW 42.3.110(1)(b) was added. Motion was called with a unanimous vote to approve the 4/28/2021 agenda as revised.

**Public Comment:** There was no public in attendance.

**Executive Session:** At 5:57 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. At 6:23 pm Chair Ellingson closed the executive session and re-opened the regular public meeting. There was no action taken.

**Action Items:**

**1. Consent Agenda:**

Commissioner Quinn moved to approve the 4/28/2021 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 4/28/2021 consent agenda.

**2. Commissioner Payroll (April)**

Commissioner Uberuaga moved to approve commissioner payroll for the month of April in the amount of \$3,328.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of April in the amount of \$3,328.00.

**Discussion Items:**

**1. Staffing/Hiring Update:** D/C Russell provided an update on the four probationary firefighters: all four have been assigned to shifts and three are taking the probationary test this week. The fourth firefighter, who joined later than the other three, will be taking the test soon. The successful passage of the probationary test is required to fill minimum staffing requirements on the medic units. D/C Russell closed by noting he has only heard good reports about all four new members. ASM/HRM Alkire continued the update by reporting she and D/C Russell will be conducting a virtual volunteer orientation on Monday, May 3<sup>rd</sup>. This is the first step in the volunteer recruitment process and the district's informational video will be utilized to introduce Poulsbo Fire to those in attendance. The presentation will then continue by providing an overview of volunteering in the fire service and its unique requirements. It is also an opportunity to share the district's expectations and the steps necessary for acceptance. At the end of the orientation those interested in continuing in the process may request an on-line application, to be submitted by May 24th. Chief Gillard then reported on the administrative specialist position. In researching labor market conditions and acknowledging that while the district was very good at hiring response personnel, administrative positions provided a different set of challenges, he contacted a local recruiting firm to explore current conditions as well as the kind of services they offer. Not unexpectedly, the firm confirmed it is a very tight labor market and their expertise in handling the whole process or any portion; they work with the client to design

the scope of work. It is his intent to hire the administrative specialist with the idea that the individual may promote to the administrative services/human resources position; ASM/HRM Alkire encouraged splitting her two job functions as she feels strongly the current level of responsibilities are unsustainable. Chief Gillard inquired about the firm conducting the initial application review, testing, and selection of the top candidates to be interviewed, the cost of which would be about \$7,000 for an outside recruiter. In this particular firm's case, the above described process is repeated until the client is satisfied. After discussion surrounding position components, challenges of the current labor pool, and potential recruitment strategies, the board concurred with negotiating a contract with a recruitment agency. ASM/HRM Alkire will schedule a study session to focus on the hiring needs of the district.

2. **Policy 5200 Incident Reporting Policy and Procedure:** ASM/HRM Alkire noted this policy had mistakenly not been included on the last meeting's agenda, but it had been distributed to the board. As there were no questions, the following motion was made:

Commissioner Milton moved to adopt Policy 5200 Incident Reporting. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt Policy 5200 Incident Report.

### Informational Items:

1. **COVID-19:** Chief Gillard reported infection rates in the county have been increasing and there is a real possibility that early next week the governor may move the county back to Phase II. District members continue to be actively engaged in vaccination clinic staffing and the state has accepted federal funds which will allow for district reimbursement. Inter-local agreements regarding the reimbursement process are being finalized. FM Luther added that overtime and administrative leave costs for exposures have been submitted for CARES Act reimbursement; the district continues to wait for EMAC cost reimbursement for the 2020 wildland fire season.
2. **Facilities Update:** D/C Peterson reported this project continues moving forward. The plumbing and electrical rough-in has been completed, inspected, and approved. The concrete was poured today.
3. **Apparatus Update:** Chief Gillard reported he is still waiting for clarification regarding the letter attached to the contract which was previously reviewed by the board. The replacement engine is reportedly being manufactured with expected delivery in October. After researching the potential of purchasing a "mini" pumper, the challenge for that type of apparatus is it does not have the weight capacity to carry what is needed for an initial response and there is also concern about the stress on the chassis when the unit is fully loaded. While a commercial chassis is less expensive, it does not have all the safety features as a custom engine, specifically due to the difference in design. Chief Gillard shared some accident photos illustrating the resulting difference between a commercial chassis and a custom chassis. The photos illustrated the potentially catastrophic results from a roll-over accident; the commercial cabs rolled over while the custom cab did not; consequently he is not comfortable with a commercial design. Options for a custom engine with the necessary safety features, but is still a basic fire engine, are being explored. Ultimately, a mini-pumper may be a consideration as augmenting the fleet, once the fleet is more up to date. Approximate costs for the different designs discussed are: mini-pumper \$300,000; commercial \$400,000; custom \$500,000; the potential for leasing apparatus may also be considered.
4. **Training Consortium Update:** Chief Gillard reported all the county's districts have agreed to the ILA and CKFR's A/C Jay Christian will be assigned to the consortium for implementation, effective June 1<sup>st</sup>. A/C Christian will be making a presentation to the county chiefs at next week's meeting. Chief Gillard continues to develop the requested white paper on this project. There was discussion regarding the ownership of the training tower in Bremerton as well as the implications of potential investments in the facility. The district may also want to consider the cost/benefit of equipping Station 77's training tower with live-fire capability.
5. **Kitsap 911 Radio System Update:** Commissioner Ellingson reported the resolution to place the 1/10<sup>th</sup> of one percent tax issue on November's ballot has been approved by the executive committee for consideration by the Kitsap 911 board; if approved by the board, it will be forwarded to the county commissioners for consideration. After comments from the Tri-North group, the presentation has been revised and is ready for consideration by the Kitsap 911 board. Commissioner Ellingson

continued by noting there were different perspectives presented at today's executive board meeting regarding the procurement process, with the consensus being procurement should be up to individual agencies versus Kitsap 911 procuring equipment and then distributing to all the fire and law enforcement agencies.

- 6. Month-to-Date Financial Report (March):** This report was included in the packet and FM Luther noted there was nothing unusual. There was discussion regarding Treasurer Green's communications about 2021 tax deferrals for some businesses and the potential revenue impact; she will be meeting with the county chiefs regarding this subject at tomorrow's meeting. FM Luther closed her report by noting that the 2020 GEMT interim settlement of \$152,000 had been received.
- 7. Overtime Report (March):** D/C Russell briefly reviewed this report that was included in the packet; through March, 15% of the overtime budget has been expended.
- 8. Operations Report (March):** The Kitsap 911 Activity report was included in the packet. Additionally, D/C Russell reported the district responded to 323 for the month and mutual aid was provided 33 times. Overall the call volume is slightly less than over the same time period last year, but history dictates the trend will not continue.
- 9. HB 1189:** This bill is regarding the very complex issue of tax increment financing for cities, counties, and ports. There have been amendments to the bill to ensure that fire district revenues are not impacted. Basically, the bill would allow for a freeze on property tax rates at the undeveloped land rate for 20 years after the property is developed. There was discussion surrounding the fact that cities have several options for generating tax revenue, while fire districts are limited to property tax and medic transport revenue. It was suggested that the district may pursue negotiations with the city for services on city-owned properties; Chief Gillard noted that there are several topics for negotiations with the city, but a strategic approach is necessary.

**Commissioner and Staff Comments:**

**Commissioner Ingalls** enquired about the possibility of negotiating with an engine manufacturer for a mini-pumper in addition to a custom engine.

**Commissioner Uberuaga** commented that while he was very appreciative of the presentation to the Tri-North districts by Kitsap 911 staff regarding funding, he felt the message may need to be made clearer before presenting information to the public.

**Commissioner Milton** encouraged exploring the potential of leasing apparatus.

**D/C Russell** reported on two working structure fires that had recently occurred. Both fires involved fire in attic spaces, which can be very challenging, but the crews did a great job in mitigating both incidents with no injuries to civilians or the crews. He also noted that Montclair Park recently held a "drive by" hero appreciation day for Poulsbo Fire and Poulsbo Police.

**Chief Gillard** recognized Lt. Serwold's retirement, effective May 1<sup>st</sup>, thanking him for his years of service to our community.

**Public Comment:** There was no public in attendance.

**Good of the Order:**

Next Regular Meeting scheduled for **Wednesday, May 12, 2021 at 16:00 via Zoom™**

KCFCA Meeting scheduled for **Tuesday, May 25, 2021 at 19:00 via Zoom™**

**Adjourn:** The meeting was adjourned by common consent at 6:23 p.m.

**ATTEST:**

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