

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 12, 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 Ingalls moved to approve the 5/12/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 5/12/2021 agenda.

Public Comment: There was no public in attendance.

Executive Session: At 4:47pm Chair Ellingson called for a 30-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 RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:23 Chair Ellingson extended the executive session for twenty minutes; at 5:43 Chair Ellingson closed the executive session and re-opened the regular public meeting. There was no action taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 5/12/2021 consent agenda. Commissioner Milton seconded. Discussion: Clarification was provided on invoices from CrewSense (maintenance fee,) Cummins (engine repair,) and Sound Glass (door replacement). Motion was called with a unanimous vote to approve the 5/12/2021 consent agenda.

2. Ratification of US Bank Vouchers \$13,007.27

Commissioner Uberuaga moved to ratify US Bank Vouchers in the amount of \$13,000.27. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank Vouchers in the amount of \$13,000.27.

Discussion Items:

1. Staffing/Hiring Update: Chief Gillard reported the four new hires have all qualified for minimum staffing and the district should see some savings in overtime as the vacation season starts. He is working with labor counsel and the non-uniform group in developing the position description for the front office position. He emphasized that it is a very tight labor market and the district is in need for an individual with high administrative acumen. Chief Gillard closed by noting it is his hope that a discussion may occur at the next regular meeting regarding the strategy for filling this needed position.

Informational Items:

1. COVID-19: Chief Gillard reported case numbers in the county are still high at just under 200 cases/100,000, but they seem to have plateaued and are stable. The district continues to assist the health district in staffing vaccination clinics, although the final inter-local agreement (ILA) from the health district has not yet been received. The health district is also asking for help with publicizing the need for vaccinations, mirroring efforts by Snohomish County law enforcement and fire through public service announcements. There was discussion regarding the pros and cons of this approach

as well as the emotion surrounding this issue. Chief Gillard is inclined to participate, if other public service agencies join as well, approaching the issue from a public safety perspective.

- 2. Facilities Update:** Chief Peterson reported the interior walls for the decontamination room remodel have been framed, the sprinkler system has been repositioned, and the electrical has been roughed in and is waiting inspection. The above ground plumbing is complete and an inspection will be called for next week. The cabinet order has been delayed due to production issues, but the remodel should be close to completion by the end May.
- 3. Apparatus Update:** Chief Gillard reported the engine replacement appears to be on track and the apparatus committee has been provided engine guidelines and a cost ceiling for the additional engine; he is hopeful that a recommendation may be made by the end of the month. HME is bringing a sample engine for inspection on the Tuesday, the 18th; a reminder with a confirmed time will be sent to the board.
- 4. Kitsap 911 Radio System Update:** Commissioner Ellingson reported the resolution passed the executive committee unanimously and it has now been forwarded to the county commissioners for their final approval to place this issue on November's ballot. The county fire chiefs will also be meeting with elected officials to make the case and answer questions.
- 5. Policy 2101 Statutory Leave:** Chief Gillard reported an all-inclusive policy regarding the district's adherence to statutory leave (e.g. FMLA, PFML, USEERA, etc.) is being drafted for the board's adoption. The procedures for following the various leaves' requirements will then be associated with the overall policy, with a procedure attached for each kind of leave. The board concurred with this approach.

Commissioner and Staff Comments:

Commissioner Milton confirmed blood pressure checks may be conducted by request, although the station is still closed. He also asked that a discussion regarding possible upgrades to the district's training tower be added to a future agenda.

Commissioner Ellingson commented that over the past year there have been many opportunities to utilize virtual meeting applications and this may be an option for use in the future when necessary.

ASM/HRM Alkire reported she and Chief Gillard had met with NKF&R's Michele Laboda regarding this year's Pulse; there will be a spring and fall edition published year, with the spring edition focusing on the CARES program and the fall edition focusing on Kitsap 911. The draft will be sent to our respective boards and staff the week of May 24th with the goal that the publication will be in mailboxes June 18th.

Chief Gillard reported on the significant event that occurred this morning involving a house fire; there were no injuries. He also recognized the crew for a challenging recent call at Home Depot. He closed by noting that, as expected, the call volume is increasing.

Public Comment: There was no public in attendance.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, May 26, 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 5:43p.m.

ATTEST:

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