

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 26, 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
Steve Smaaladen	Guest		

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

Approval of Agenda:

Commissioner Uberuaga moved to approve the 5/26/2021 agenda. Commissioner Quinn seconded. Discussion: It was agreed that the executive session subjects would be conducted in two sessions, one at the beginning of the meeting and one at the end. Motion was called with a unanimous vote to approve the 5/26/2021 agenda.

Public Comment: There was no public comment.

Executive Session (1): At 4:02 pm Chair Ellingson called for a 25-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 4:27 Chairman Ellingson closed the executive session and reopened the public meeting; the following motion was made:

Commissioner Ingalls moved to authorize Chief Gillard to sign the purchase/sales agreement for the property at 19145 Viking Way NW, for the price identified in the executive session. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the purchase/sales agreement for the property at 19145 Viking Way N.W., for the price identified in the executive session.

The board thanked Mr. Smaaladen for his assistance and excused him from the meeting.

Executive Session (2): At 5:45 pm Chair Ellingson called for a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 6:00pm 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 5/26/2021 consent agenda. Commissioner Quinn seconded. Discussion: Motion was to approve the 5/26/2021 consent agenda. YES: Ellingson, Ingalls, Quinn, Uberuaga Abstain: Milton

2. Commissioner Payroll

Commissioner Uberuaga moved to approve commissioner payroll for the month of May in the amount of \$2,432.00. Commissioner Quinn seconded. Motion was called to approve commissioner payroll for the month of May in the amount of \$2,432.00. YES: Ellingson, Ingalls, Quinn, Uberuaga Abstain: Milton

3. Resolution 21-04 Sole Source Re-Chassis: Chief Gillard noted this sole source request was in keeping with the ambulance rechassis/refurbish program; if another entity besides LifeLine (the original manufacturer of the ambulance) conducts the work, the lifetime warranty of the ambulance "box" is void. This program has proven to be very successful in extending the life of the ambulances. The following motion was then made:

Commissioner Uberuaga moved to adopt Resolution 21-04 to award an ambulance re-chassis and refurbish contract to a single source supplier. Commissioner Quinn seconded. Motion was called

with a unanimous vote to award an ambulance re-chassis and refurbish contract to a single source supplier.

- 4. HFE (Hughes Fire Equipment) Purchase Agreement:** Chief Gillard reported he has received the purchase agreement for the re-chassis of one of the first-out ambulances; a copy of the agreement was included in the packet. The last rechassis agreement was negotiated directly with LifeLine as there was no local vendor; however, now HFE is the representative for LifeLine so the district is required to work through HFE. HFE's agreement was slightly different than the previous one with LifeLine, so it was sent to attorney Brian Snure for review. Mr. Snure was a little concerned with some of the language, but options are limited as utilization of any other dealer negates the lifetime warranty on the ambulance's box. That being said, the district has a lot of experience with both HFE and LifeLine and has not had significant issues. The board concurred with deferring to HFE's purchase agreement and the following motion was made:

Commissioner Ingalls moved to authorize Chief Gillard to sign the purchase agreement with HFE in the amount of \$176,223.30, including tax. Commissioner Quinn seconded. Motion carried with a unanimous vote to authorize Chief Gillard to sign the purchase agreement with HFE in the amount of \$176,223.30, including tax.

- 5. Health District ILA:** Chief Gillard noted this document was also included in the packet and hit as been through legal review by attorney Ken Bagwell. The agreement allows for seeking reimbursement for the district's participation in the local vaccination clinics. Chief Gillard closed by noting the other four fire districts have signed the agreement. The following motion was made:

Commissioner Quinn moved to authorize Chief Gillard to sign the ILA with the Kitsap County Health District. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the ILA with the Kitsap County Health District.

- 6. Station Relocation:** see Executive Session (1) above.

Discussion Items:

- 1. Staffing/Hiring Update:** Chief Gillard reported the direction he is moving toward is to create an exempt position that splits the current Administrative Services Manager/HR Manager position that also has board secretary responsibilities into two positions: an administrative services manager/board secretary position and the current HR manager. Administration is negotiating the potential impacts with the bargaining unit, but before traveling too far down this road Chief Gillard wanted to ensure the board was amenable with this approach. The board concurred with this plan.
- 2. Training Tower Upgrade:** Included in the packet were materials regarding the cost of potentially upgrading the training tower at Station 77 to enable Class A live fire training. There was concern expressed regarding the potential impact on the station's neighbors. It was also confirmed that if the tower was used by the training consortium, the district would be reimbursed; however, the impact of the district utilizing live fire training has a different impact than if the tower becomes the county's only Class A live fire training venue. The Bremerton facility currently has Class B (the burning of flammable liquids such as propane) to simulate live fire, but the consortium is also exploring upgrading the Bremerton facility to enable Class A (the burning of ordinary solid combustible material such as wood) live fire training. While both methods are useful, the ability to conduct Class A live fire training provides a more realistic training experience.

Informational Items:

- 1. COVID-19:** Chief Gillard reported the case numbers in the county are decreasing and the percentage of vaccinated residents is increasing; the district's participation in vaccination clinics is also decreasing. The district has discontinued mask requirements for vaccinated members while in the station (proof of vaccination is required to be filed with the district); unvaccinated members are still required to wear a mask at all times. Medical response calls still require a mask or if the reporting party requests the crew is masked; when entering businesses the crews will follow the requirements of the business. The station will not open until approved by the governor; in-person public meetings will also not resume until approved by the governor. In anticipation of re-opening, a Plexiglas shield will be installed in the front counter's window. Currently staff meetings of six people or less may be held in person, but large meetings (e.g. Leadership, Operations, etc.) are still being

conducted remotely. Commissioner Ellingson added that he is meeting with L&I next week and the WFCA is researching when open public meetings might be resume.

2. **Facilities Update:** Chief Peterson reported the decontamination room project continues and it is anticipated the project will be completed by June 22nd. There was also a brief update on the project's budget status.
3. **Apparatus Update:** Chief Gillard reported he had hoped to have some pictures of the replacement engine on the production line, but none were available. FM Annear is finalizing the recommendations for the next engine.
4. **Month-to-Date Financial Report (April):** This report was included in the packet and FM Luther reported there were no concerns from her perspective; there were no questions from the board. She closed her report by noting that when comparing 2020 property tax collection rates with the same time period this year, in 2020 45% had been collected and in 2021 47.7% had been collected; this would indicate that the extended time period for paying first-half property taxes has not negatively impacted the district.
5. **Operations Report (April):** Chief Russell briefly reviewed the Kitsap 911 monthly report that had been previously sent out and was also included in the packet. The district responded to 310 calls in April and provided mutual aid 26 times and received mutual aid 31 times; call volume is back up to about 11 calls a day.
6. **Overtime Report (April):** This report was also included in the packet. Chief Russell noted that while April's overtime was comparatively high at \$56,544, to date 23% of the overtime budget has been expended. Conditions that impact overtime in April included the buffer position requirement expires in April and this year four new firefighters are being brought on line, but both medic and engine minimum staffing requirements should be met by the end of June. There was clarification provided regarding the impact of minimum staffing requirements on overtime.
7. **Policy 2100 Statutory Leave:** ASM/HRM Alkire provided a brief overview of this policy that outlines the district will comply with all statutory leave requirements; procedures for those individual leave types will be identified in separate documents. The following motion was made:

Commissioner Quinn moved to adopt Policy 2100 Statutory Leave. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Policy 2100 Statutory Leave.

Commissioner and Staff Comments:

Commissioner Milton inquired about the wait times for the emergency department at St. Michael's. Chief Gillard responded this continues to be a concern and discussion item for the county chiefs; however, this is an issue with the medical system statewide partly due to staffing issues as well as behavioral health issues and its impact on emergency departments. The county fire districts very much want to maintain a collaborative relationship with St. Michael's to help solve the problem.

Commissioner Ingalls noted he recently saw the fire boat escorting the first cruise of the season ship back into Liberty Bay and wanted to give kudos to the crews for the great welcome.

Commissioner Ellingson encouraged the board to consider continuing utilizing Zoom™ as needed even after the station re-opens; this could be very useful for members who are out of town or particularly in the winter months when there's hazardous weather.

Public Comment: There was no public in attendance.

Good of the Order:

Next Regular Meeting scheduled for Wednesday, June 9, 2021 at 16:00 via Zoom™
KCFCA Meeting scheduled for Tuesday, June 22, 2021 at 19:00 via Zoom™

Adjourn: The meeting was adjourned by common consent at 6:00p.m.

ATTEST:

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