

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**June 9, 2021**  
**Poulsbo Fire Department via Zoom™**  
**Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner (excused)
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
Mark Shinkle	Guest		

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

**Approval of Agenda:**

Commissioner Quinn moved to approve the 6/09/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 6/09/2021 agenda.

**Public Comment:** There was no public comment.

**Executive Session:** At 4:42: pm Chair Ellingson called for a 10–minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:52 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 Uberuaga moved to approve the 6/09/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 6/09/2021 consent agenda.

**2. Ratification US Bank \$17,105.70**

Commissioner Uberuaga moved to ratify US Bank vouchers in the amount of \$17,105.70. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers in the amount of \$17,105.70.

**3. Ratification US Bank Capital \$2,219.78**

Commissioner Uberuaga moved to ratify US Bank Capital vouchers in the amount of \$2,219.78. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank Capital vouchers in the amount of \$2,219.78.

**4. Ratification Earnest Money Voucher:**

Commissioner Uberuaga moved to ratify the earnest money voucher in the amount of \$10,000.00. Commissioner Quinn seconded. Discussion: it was confirmed that the agreement was signed and accepted and the 60-day clock for site assessment has started. Motion carried with a unanimous vote to ratify the earnest money voucher in the amount of \$10,000.00.

**Discussion Items:**

**1. Staffing/Hiring Update:** Chief Gillard reported the ASM/Board Secretary position description has been finalized, with some suggestions from both the recruitment agency as well as the bargaining unit being incorporated. Salary range is anticipated to be \$72-79,000 annually. WestSound's fee structure is generally 15% of the final salary negotiated, but as a public agency there is also a 10% discount on that 15% fee, resulting in approximately a \$10,500 fee. It is Chief Gillard's intent to sign the contract with WestSound, which will include deliverables. The next priority will be to focus on filling a second mechanic position in 2022.

**Informational Items:**

**1. COVID-19:** Chief Gillard began this report by noting the case rate in the county continues to diminish, but so are the number of vaccinations administered through the county clinics, he noted the vast majority of vaccinations are being conducted through private providers. The county operations chiefs are rewriting the

ICS (Incident Command System) action plan both to incorporate the new guidance for emergency responders and to provide consistency across the county. Commissioner Ellingson noted he had asked the Labor & Industries representatives at the recent firefighter technical review committee about re-opening our facilities to the public; there has been no determination of when that will occur.

- 2. Facilities Update:** Chief Peterson reported work continues on the decontamination room remodel project and it is anticipated to be completed on time. Regarding the new station site selection, Krazan will begin the site assessment process by first examining the property, providing recommendations for any additional necessary testing. Commissioner Ingalls confirmed there does not appear to be any roadblocks in meeting the 60-day deadline for a final decision on the site's suitability.
- 3. Apparatus Update:** Chief Gillard reported that FM Annear has confirmed that the cab of the replacement engine is in Spartan's paint shop and it is expected the cab will be mounted this week; he is still trying to get pictures. The new basic engine's design is being finalized and a final recommendation for the board's consideration will be made soon.
- 4. Mid-Year Budget Review:** Chief Gillard noted that adjustments may need to be made to the training and facilities budget lines. FM Luther will have the report finalized for review at the July 14<sup>th</sup> regular meeting.
- 5. Kitsap 911 Capital Funding Initiative:** Chief Gillard stated all the county's fire chiefs have met with the county commissioners and they support this initiative. WFC Executive Director Steve Wright is on the "Vote Yes" committee; there has not been any information available on the "Vote No" committee.
- 6. Training Consortium Update:** D/C Russell reported that CKF&R's Assistant Chief Christian has taken over the role of managing the initiation of the consortium. Chief Gillard noted A/C Christian is very aware of the need to identify deliverables of the consortium and he will be updating the county's fire chiefs at tomorrow's weekly meeting.

**Commissioner and Staff Comments:**

**Commissioner Ellingson** reported he had attended the L&I Technical Review meeting where it was reported one fire department was inspected, with no fines issued. He also noted that the recent shooting in southern California involving a firefighter highlights the potential need for a workshop at the commissioners' conference in October on the subject of workplace violence and the appropriate response, with an emphasis on behavioral health; he will suggest this subject to the commissioner conference education committee.

**Commissioner Ingalls** noted he may not be in attendance at the next meeting as he will be in an area with questionable Wi-Fi.

**Chief Gillard** reported he has been in discussion with Enduris regarding the district's cyber security capabilities; he is setting a meeting with Enduris and OESD to discuss this subject. He also wanted to make the board aware of two recent citizen complaints: 1) one was based on a report made to CPS by the CARES team; while it is not the district's role to assess the validity of the CPS report as our crews are mandatory reporters, it is the district's role to assess whether the action taken was appropriate; and 2) a patient made a complaint that a medical device was removed against her will – the facility where the patient is housed confirmed the procedure did not happen.

**Public Comment:** There was no comment.

**Good of the Order:**

Next Regular Meeting scheduled for **Wednesday, June 23, 2021 at 16:00 via Zoom™**  
KCFCA Meeting scheduled for **Saturday, July 17, 2021 at 17:00 Ellingson Home**

**Adjourn:** The meeting was adjourned by common consent at 5:52 p.m.

**ATTEST:**

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