

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 23, 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 6/23/2021 agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 6/23/2021 agenda.

Public Comment: There was no public comment.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 6/23/2021 consent agenda. Commissioner Quinn seconded. Discussion: as he was not in attendance for the 6/9/2021 meeting, Commissioner Milton asked that the consent agenda's 1A item be separated from the other two subjects listed on the consent agenda. Motion was called with a unanimous vote to approve the 6/23/2021 consent agenda as revised.

2. June 9, 2021 Regular Meeting Minutes

Commissioner Uberuaga moved to approve the 6/9/2021 regular board meeting minutes. Commissioner Quinn seconded. Motion was called to approve the 6/9/2021 regular board meeting minutes. YES: Ellingson, Ingalls, Quinn, Uberuaga Abstain: Milton. Motion carried.

3. Commissioner Payroll (June)

Commissioner Uberuaga moved to approve commissioner payroll for June in the amount of \$1,920.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for June in the amount of \$1,920.00.

Discussion Items:

- Staffing/Hiring Update:** Chief Gillard reported the Administrative Services Manager/Board Secretary position has been posted and the employment agency is actively recruiting; a blind review of resumes will be conducted to select the top seven candidates for the initial interview to be conducted by the recruiter. From that group, the recruiting agency will forward the top three candidates to be interviewed internally. If there are no suitable candidates, the recruiting agency is committed to continuing the process until the district is satisfied. Both he and ASM/HRM Alkire are impressed with their initial interactions with West Sound Workforce.
- Capital Funding:** Chief Gillard has been in contact with the district's bond agent who confirmed that maintenance of 25-30% of the district's operating budget will maintain the district's positive bond rating. Primarily due to the pandemic and the restrictions imposed, the district has built up its unreserved capital fund and Chief Gillard is requesting that some of that fund be expended on investments in the district's facilities and apparatus. He presented a list of potential investments for consideration in 2021 and 2022; the items have been prioritized by the Leadership group. For 2021, Station 71 items include the necessary equipment for the remodeled decontamination room; workstations for the firefighters work area; grounds overhaul; and, storage/workrooms (e.g. the medical supply and radio rooms); Station 72's crew quarters' showers need repair as well as the asphalt on the front apron. There was also a preliminary list of investments for 2022, but those are being finalized. D/C Peterson provided some details on various projects and the prioritization process. Circumstances have dictated that many of these projects were

deferred for several years as staffing and apparatus replacement had to be addressed first. Commissioner Uberuaga requested a facilities inspection tour which D/C Peterson will arrange. Chief Gillard closed by noting it is his intent that the station captains will make presentations to the board for their respective projects.

Informational Items:

1. **COVID-19:** Chief Gillard reported the district's participation in vaccination clinics has diminished significantly and there is still no final announcement regarding reopening on June 30th.
2. **Facilities Update:** D/C Peterson reported the decontamination room project is almost complete, with just a few punch list items remaining. The electrical inspection was successfully completed yesterday (6/22) and the last step will be final inspection by the city. There is, however, the need for some equipment to be purchased: specifically a drying rack and a SCBA washing machine, which can also accommodate boots, gloves, etc. Decontamination room equipment was identified on the 2021 capital fund expenditure list previously reviewed with the board. The following motion was then made:

Commissioner Quinn moved to approve the necessary decontamination room equipment purchases up to \$40,000 to be expended from the capital fund. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the necessary decontamination room equipment purchases up to \$40,000 to be expended from the capital fund.

3. **Apparatus Update:** Chief Gillard reported a meeting had been held with the representative from EmergencyOne (E-One) to discuss the recommendation from the apparatus committee as well as cost constraints for the next engine. E-One and Spartan are both owned by the same parent corporation, REV Group, and Chief Gillard made it clear that no final decision would be made on this engine until the district had confirmation its replacement engine from Spartan was completed at no additional cost. The replacement engine is expected to be delivered in October.
4. **Property Acquisition Update:** Chief Gillard received the preliminary feasibility study from Krazan & Associates earlier in the day, which was sent to the board. While not as detailed as he would have liked, the report did state that it appears that the site is suitable for construction of a fire station. A site visit with a Krazan engineer will be scheduled for any commissioner(s - no more than two) who is (are) available as well as Chief Gillard and D/C Peterson. D/C Peterson also confirmed that he has been in contact with the city's engineering department who also did not identify any barriers for locating a fire station on the site.
5. **Training Consortium Update:** Chief Gillard reported the project continues moving forward. Bremerton Fire has access to space behind their main station which has been offered as a workspace for the group's training officers. The other districts seem inclined to assign their training officers full time to the consortium; however, B/C Anderson will be spending time at the Bremerton facility as well as in the district.
6. **Social Media Policy:** Chief Gillard noted this policy involves labor/management and it is still under review by labor.
7. **Month-to-Date Financial Report (May):** This report was included in the packet and FM Luther noted there were no areas of concern in either revenue or expenditures. She also confirmed the mid-year budget review will be on the 7/14 agenda and July 1st will mark the beginning of the 2022 budget process.
8. **Overtime Report (May):** D/C Russell briefly reviewed this report that was included in the packet. May's overtime expenditures were \$36,134.00, approximately \$23,800 of which was attributed to minimum staffing which was not unexpected as the vacation season gets underway. The total also included just under \$7,600 due to training as outside training has become more available and there is some catching up to do after the experience of 2020. FM Luther has also completed the reimbursement submission for staffing the COVID vaccination clinics, which should yield approximately \$7,900.00. Through May, 29% of the overtime budget has been expended. He also confirmed the third of July festivities have been cancelled and, with the expected heat wave, there will be a cooling station available over the weekend at city hall.
9. **Operations Report (May):** D/C Russell had previously distributed the May Kitsap 911 Activity Report, a hard copy of which was also included in the packet. The district responded to 347 calls, provided mutual aid 19 times and received mutual aid 33 times. He closed his report by noting May's call volume was the highest since January 2020 when there was a severe storm event that contributed to the high call volume. He closed his report by noting that in the past week, the district responded to six opioid overdose calls underscoring our community's continued struggle with opioid addiction.

10. Policy 1040 Service Level Objectives: Chief Gillard reported it is his intent that this policy be reviewed and updated on an annual basis; he reviewed the areas that had changed since the last policy adoption. The following motion was made:

Commissioner Milton moved to adopt Policy 1040 Service Level Objectives. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Policy 1040 Service Level Objectives.

Commissioner and Staff Comments:

Commissioner Milton asked if any decision had been made regarding enabling live fire training at Station 77's training tower; Chief Gillard responded this is still under consideration.

Commissioner Ellingson announced the county commissioners will be voting on Monday, June 28th regarding placing the Kitsap 911 measure on November's ballot. In addition to representatives from Kitsap 911, state fire chief's executive director Steve Wright and CKF&R's Chief Oliver will be testifying in support of the measure. Commissioner Ellingson also noted he had been approached by NKF&R's Commissioner Neupert regarding the potential of a joint maintenance facility; Chief Gillard will contact Chief Smith regarding this and potentially scheduling a Bi-North meeting to discuss this additional potential area of cooperation.

D/C Peterson confirmed the voucher for an antenna replacement was for Marine 71. He also noted on-site Operative IQ training was being conducted. This is a very robust program which will be implemented soon.

ASM/HRM Alkire informed the group she will be on vacation from June 28th until July 12th. She also reminded the group that RSVPs are necessary for the July 17th KCFCA meeting and picnic.

Chief Gillard reported the county chiefs continue working with law enforcement regarding the impacts of HB 1310, which involves law enforcement's response to welfare checks, such as suicidal subjects. This is a very complicated issue which impacts emergency response agencies in different ways depending on if it is law enforcement or fire and the coordination between the two.

Public Comment: There was no comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, July 14, 2021 at 16:00 (Zoom TBD)**

KCFCA Meeting scheduled for **Saturday, July 17, 2021 at 17:00 Ellingson Home**

Adjourn: The meeting was adjourned by common consent at 5:35 p.m.

ATTEST:

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