

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 28, 2021
Poulsbo Fire Department
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
Brett Annear	Staff	Shane Anderson	Staff

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

Approval of Agenda:

Commissioner Milton moved to approve the 7/28/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 7/28/2021 agenda.

Public Comment: There were no members of the public in attendance.

Executive Session: At 4:03pm Chair Ellingson called for a 15 -minute executive session pursuant to RCW 42.30.110(1)(b) to consider the acquisition of real estate and RCW 42.30.140 relating to collective bargaining issues and negotiations. No action taken

Action Items:

1. Consent Agenda:

Commissioner Milton moved to approve the 7/28/2021 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 7/28/2021 consent agenda.

2. Commissioner Payroll (July)

Commissioner Uberuaga moved to approve commissioner payroll for the month of July in the amount of \$2,432.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of July in the amount of \$2,432.00.

3. Property Acquisition

Included in the packet was the feasibility study for the Viking Avenue property, identifying that the property appears to be suitable for the development of a staffed fire station. The board accepted the study's findings and the following motion was made:

Commissioner Ingalls moved to purchase the property located at 19145 Viking Ave NW, Poulsbo, WA for the price of \$385,126.76. Commissioner Quinn seconded. Motion was called with a unanimous vote to purchase the property located at 19145 Viking Ave NW, Poulsbo, WA for the price of \$385,126.76.

4. Training Consortium

B/C Anderson provided an update on the training consortium progress. He continues to work at the consortium's offices two days a week; his areas of responsibility include finalizing a comprehensive county-wide training manual as well as standardizing training records management for the county. In addition to standardizing the training manual and records management system, other identified advantages of joining the consortium include reducing individual training officers' workload by providing core quarterly training objectives, ensuring all Kitsap fire departments' training meets industry standards; having immediate access to five additional training officers' expertise; providing additional resources for emergency training needs; and, establishing a county-wide fire academy. Included in the packet was a 2022 KCFTC (Kitsap County Fire Training Consortium) proposed budget. Because of the advantages identified, B/C Anderson believes Poulsbo's estimated cost is a worthwhile investment and he recommends the district joins the consortium. The following motion was made:

Commissioner Ingalls moved to join the Kitsap County Training Consortium. Commissioner Quinn seconded. Motion was called with a unanimous vote to join the Kitsap County Training Consortium.

Discussion Items:

1. **Staffing/Hiring Update:** ASM/HRM Alkire reported she and Chief Gillard had reviewed the recruiter's top recommendations and, from that group, selected three candidates to interview on Thursday, August 5th; Commissioner Milton will observe the interviews and represent the board. D/C Russell reported three volunteer candidates continue to move through the process.
2. **Apparatus Purchase:** FM Annear provided a detailed overview of the proposed new engine, noting it will be equipped with all the necessary safety equipment, and that he recommends purchasing the E-One. He also noted there is about a five percent increase in cost per quarter; build time is one year. Not including necessary equipment, the total bid amount is \$535,998 plus tax. This price is based on utilizing the HGACBuy (Houston-Galveston Area Council) program, a national purchasing program that adheres to all federal, state and local government bid laws. The following motion was made:

Commissioner Quinn moved to approve the purchase of the proposed E-One engine from Cascade Fire & Safety through the HGACBuy program in the amount of \$535,998.00 plus tax. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the purchase of the proposed E-One engine from Cascade Fire & Safety through the HGACBuy program in the amount of \$535,998.00 plus tax.

3. **Capital Funding:** Chief Gillard reported the apron repair project at Station 72 is being researched to determine bid requirements; the work station and landscaping projects at Station 71 are moving forward and Captain Ramey is working on recommendations for the boat house. Chief Gillard closed this report by noting work continues on the capital strategic plan.

Informational Items:

1. **COVID-19:** Chief Gillard reported the stations are still not open to the general public, but a press release is being drafted for a potential "soft" re-opening of all the county fire districts' facilities may occur on August 2nd, although the impact Delta variant may preclude re-opening; the county chiefs will again be discussing a coordinated opening of facilities at tomorrow's meeting.
2. **Facilities Update:** D/C Peterson reported the decontamination room has received its final inspection and the project has been signed off; the gear dryer has been received, but we are still waiting on delivery of the SCBA washer. Installation of the washer and dryer is the contractor's responsibility and was included in the original agreement.
3. **Overtime Report (June):** D/C Russell reported June's overtime cost was \$44,554.07 with 36% of the overtime expended through June.
4. **Operations Report (June):** D/C Russell had previously distributed June's Kitsap 911 activity report; the district responded to 367 calls, but also responded to 35 mutual aid calls, for a total of 402 calls. The district received mutual aid 33 times in June. D/C Russell closed his report by noting the community has been very responsible in adhering to the burn ban.

Commissioner and Staff Comments:

Commissioner Milton commended the crews for their handling of the recent high volume response days.

Commissioner Quinn encouraged taking a detailed look at the second mechanic's position as diesel mechanic availability is at a premium.

Commissioner Ellingson reported that due to the annual Region 9 conference once again having to be postponed because of the pandemic, a video is being produced in which he will appear as well as Commissioner of Public Lands Hilary Franz; Commissioner Franz will also be speaking at this year's WFCFA conference. The National Fire Academy now has a community risk reduction (CRR) tract as part of their fire service leadership program. The training academy in North Bend is still waiting for approval from King County and the road in front of the academy (Grouse Ridge Road) is currently shut down. The state fire marshal's office has received \$500,000 to pre-stage equipment around the state for wildfire response; the Cedar Creek fire has received \$160,000 in equipment.

Chief Gillard reported he and D/C Russell had met recently with Poulsbo's police chief Ron Harding and prosecuting attorney Alexis Foster regarding our respective agency's plans for adhering to HB1310. Both agencies remain committed to responding to behavioral health related calls in support of each or our roles. Chief Gillard noted one of our battalion chiefs and PPD's sergeant exemplified this cooperation on a recent call. The impacts of HB1310 will be a subject of discussion at tomorrow's county chiefs' meeting. Attorney

Foster will also virtually attend the upcoming Leadership meeting to provide information on the bill, its impacts on law enforcement, and to educate firefighters on how the bill may impact fire's response. A procedure has been developed to address coordination between the agencies. Coordination with Kitsap County Sheriffs may be more challenging as they cannot commit to responding to behavioral health related incidents or welfare checks. Chief Gillard closed his report by confirming that wait times in the emergency department are still being tracked and remain challenging, but there is a new treatment facility being built in Port Orchard which may eventually provide some relief to the hospital system.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, August 11, 2021 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 24, 2021 at 19:00**

WFCA Annual Conference **October 21-23, 2021 Tulalip Resort, Tulalip WA**

Adjourn: The meeting was adjourned by common consent at 6:21pm.

ATTEST:

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