

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 11, 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	Lise Alkire	Staff
Wendy Luther	Staff		

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

Approval of Agenda:

Commissioner Milton moved to approve the 8/11/2021 agenda. Commissioner Quinn seconded. Discussion: It was determined no executive session was required and that item was removed. Motion was called with a unanimous vote to approve the 8/11/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 8/11/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 8/11/2021 consent agenda.

2. Ratification of Capital Fund 90915 Voucher \$386,125.76

Commissioner Quinn moved to ratify the capital fund 90915 voucher in the amount of \$386,125.76. Commissioner Milton seconded. Discussion: it was confirmed this was to complete the Viking Avenue property purchase. Motion was called with a unanimous vote to ratify the capital fund 90915 voucher \$386,125.76.

3. HGAC ILA: Chief Gillard clarified that this ILA (Inter-Local Agreement) needs to be signed in order to complete the engine purchase through the HGAC group. The agreement has been reviewed by attorney Brian Snure and meets with his approval.

Commissioner Milton moved to authorize Chief Gillard to sign the inter-local agreement with HGAC on behalf of the district. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard sign the inter-local agreement with HGAC on behalf of the district.

Discussion Items:

- 1. Board Agenda Item Approval Form:** Commissioner Ingalls had discussed this concept with ASM/HRM Alkire; the form simply describes the item being requested for placement on the agenda; details regarding the item; and the action requested. If a motion is needed, a draft motion for the board's consideration will also be included. ASM/HRM Alkire noted this may be very helpful for her replacement as well as the board. The board concurred with using the form on a trial basis.
- 2. Staffing/Hiring Update:** Chief Gillard provided a draft employment agreement for the new administrative services manager – it was determined that until the new ASM is appointed as secretary by the board, "Board Secretary" should be removed from the title of the employment agreement, although those duties have been identified in the position description. The board concurred with a starting salary of \$77,500 and reviewed the proposed 2022 organizational chart which reflects 53 personnel including the administrative services manager, human resources manager; and, a second mechanic. There was discussion regarding the potential progression of the new mechanic as well as the fire inspector's position in 2022. Chief Gillard continues to pursue a Bi-North meeting, but connecting with Chief Smith has been challenging during this wildfire season. There was also some discussion regarding what the 2023 organizational may look like with some options after the ASM/HRM Alkire retires. The human resources portion of the job may be assigned to a second deputy chief, or it may be that a second administrative specialist position to support a

combined ASM/HRM position will be of more value to the district. There was some concern expressed that the support staffing model may be too lean. Chief Gillard noted information regarding this decision will evolve over Ms. Alkire's final year.

3. **Apparatus Update:** As noted above, the process for purchasing the new E-One engine has been approved by attorney Snure and will now move forward.
4. **Capital Funding:** FM Luther reviewed 2022 projected levy revenues, based on the latest figures from the assessor's office. The spreadsheet reflected that, even with a CPI adjustment of 5.1% for the fire levy, the rate will drop almost seven cents per \$1,000 for fire to approximately \$1.33; the EMS projection included a one percent increase which still resulted in a four cent per \$1,000 rate drop to approximately \$.044. Although projected total levy revenue will increase in 2022, the continued erosion of the rate requires attention while considering identified future capital needs. Commissioner Ingalls suggested considering taking excess budget rollover amounts at year-end and investing those funds in special projects. It was noted that the district's budget project managers are conditioned to be prudent in their budget expenditures, and this approach may provide even more incentive knowing that when expenditures come in under budget, funds will be reinvested in prioritized needs as identified by Leadership with approval from the board. Commissioner Milton asked that the district take into consideration in its long-range plan for station locations that where stations are located today may not be where they need to be in the future. This led to a short discussion regarding impacts of long-term bonds versus short-term bonds.

Informational Items:

1. **COVID-19:** Chief Gillard reported the Delta variant is rising rapidly in the county, with a 36.5% positivity rate. Currently the hospital system is not overwhelmed. It has been confirmed by both labor's and management's respective attorneys that Governor Inslee's Proclamation 21-14 regarding vaccine mandates also applies to emergency response personnel. Vaccinations must be completed by October 18, 2021 so discussions are underway regarding those still are not vaccinated. Labor representatives are also in communication with the IAFF regarding the impact and its implications. On a related subject, Commissioner Milton inquired about the current wait-times for patient transfer to emergency department personnel; Chief Gillard responded they had improved to a degree, but the current nursing shortage is making a negative impact.
2. **HB 1310 – AG Opinion:** Included in the packet was a copy of the recently published opinion from the attorney general's office that clarified requirements for law enforcement to continue to respond to behavioral health incidents and welfare checks as part of their duties to protect the community. Chief Gillard reported conversation continues between the fire chiefs and the county's law enforcement leadership regarding designated crisis responders (DCRs) as the necessary third leg of the stool in responding to these sometimes complicated incidents: law enforcement for safety; fire for medical assistance and/or transport; and DCRs, mental health professionals who are trained to respond to individuals in crisis.
3. **Facilities Update:** Chief Gillard conveyed on behalf of DC Peterson that the decontamination room remodel is completed and Station 71's work rooms (radios, facilities, etc.) are being cleaned out. This has been needed for a long time and he is pleased to see it happening. Currently items removed from the rooms are being gathered in an area in the apparatus bay; next step is to determine the proper disposal method for items (surplus, re-cycle, etc.).
4. **Apparatus Update:** As noted by the recently sent photo of the replacement Spartan's cab, manufacture of the replacement engine continues and it is expected that FM Annear will be making an inspection soon.

Commissioner and Staff Comments:

Commissioner Milton asked the board remain sensitive to tax increases across the county when considering ballot measures.

Commissioner Uberuaga inquired about whether the substantial increase in the positivity rate is expected to result in increased stress on the hospital, particularly since the Bremerton facility was recently closed; so far there has been minimal impact but the next two weeks may be telling.

Commissioner Ingalls asked that as the training consortium moves forward, a consolidated district training document be developed to illustrate the potential redistribution of funds as some of those functions may be achieved through the consortium. Chief Gillard noted he has directed questions to both AC Christian and BC Anderson to provide a comparison; while he understands that some impacts may just not be known at this time, all officials need something to show the value of investing in the group.

Commissioner Ellingson reported on the recent L&I Firefighter Technical Review Committee meeting: one incident involved a mass vaccination site, a patient not feeling well in their car; another incident involved a department that had lots of safety equipment, but no safety procedures or documentation of safety meetings. Regarding the recent WFCA Board meeting, it was determined at that meeting that there will be a zero healthcare premium increase in 2022 for WFCA's self-funded programs. Commissioner Ellingson closed his report by noting there was also a lively discussion at that meeting regarding HB 1310.

DC Russell reported that it has been a very busy month for responses; there are currently five firefighters off sick with cold or flu. It is theorized that after more than a year of wearing masks, our immune systems are not as robust as they may be previously.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, August 25, 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 6:18pm.

ATTEST:

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