

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 25, 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 Quinn moved to approve the 8/25/2021 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 8/25/2021 agenda.

Public Comment: There was no public in attendance.

Executive Session: At 5:28pm Chair Ellingson called for a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 5:38pm he extended the executive session for 10 minutes. At 5:48pm Chair Ellingson closed the executive session and re-opened the public meeting. There was no action taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 8/25/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 8/25/2021 consent agenda.

2. Commissioner Payroll (August)

Commissioner Uberuaga moved to approve commissioner payroll for the month of August 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 August in the amount of \$2,432.00.

Discussion Items:

- 1. Staffing/Hiring Update:** ASM/HRM Alkire reported the conditional offer had been made and accepted by the selected administrative services manager candidate and she is in the process of meeting those conditions; assuming successful passage of the conditions, it is expected she will start in early October. It was confirmed that the suggested changes to the employment agreement will be in place for her signature. In addition to the administrative services manager candidate, the background check applications for the two volunteer candidates have also been submitted.
- 2. 2022 Budget Update:** Chief Gillard began this discussion by reporting the first staff review of the draft budget was conducted last week. His goal is to keep the expenditure budget to a 3-5% increase, excluding the new fleet maintenance position. In 2022 there will be 53 FTEs, including the fleet maintenance position. The small capital budget is being finalized in conjunction with the strategic capital plan and also prioritizing projects that may be completed with any excess budget from 2021. FM Luther added that the second staff review will be tomorrow (8/26); anticipated changes in the fleet budget lines are being finalized with the idea that with a fleet maintenance position in place, dependence on outside repairs will diminish. Work continues on the training budget, incorporating anticipated impacts from joining the training consortium. FM Luther closed her report by noting the draft budget should be available for the board's review at the September 8, 2021 regular meeting.

Informational Items:

- 1. COVID-19 Update:** Chief Gillard provided some clarification on the vaccine mandate vis-à-vis Proclamation 21-14 and potential consequences for the agency if non-vaccinated personnel are allowed to continue responding to calls after the October 18th deadline. Kitsap County is currently experiencing the

highest positivity and incident rates since the pandemic began; over 90% of incidents involve non-vaccinated patients.

2. **Facilities Update:** Chief Gillard reported the landscaping overhaul continues and is close to completion; the approved equipment (desks, chairs, etc.) for the upstairs firefighter work area has been ordered; research on bid requirements and costs for the Station 72 front apron repair and bathroom remodel continue; Station 71's decontamination room project completion is waiting on dryer parts and the SCBA washer to finalize the installation and project completion by the contractor – the final payment to the contractor is dependent on that completion. BC Zeigler will be the contact for this project after DC Peterson retires. Regarding the new station location, there was some concern expressed regarding Johnson Creek and the potential negative impact on the building site. Chief Gillard will contact the neighbors around Station 77 regarding the potential of adapting the training tower at for live fire training and addressing any concerns.
3. **Apparatus Update:** Chief Gillard reported the signed ILA with HGAC was sent the previous week; once the HGAC representative has signed and returned the document, it will be forwarded to attorney Snure for final review. Work continues on the Spartan and updated pictures should be available soon.
4. **Month-to-Date Financial Report (July):** FM Luther briefly reviewed this report that was included in the packet; with 58% of the year over, 43.1% of the budget has been expended – there were no concerns expressed. FM Luther also reported that some EMAC reimbursement from last year's California fire deployment has been received. Funds have also been received from FEMA for qualified COVID related wages and overtime. There was some discussion regarding CKF&R's push to allow for districts to manage their own bank accounts, rather than using the county as their bank; this change requires legislative action, but could be beneficial in expanding the district's investment fund opportunities.
5. **Overtime Report (July):** DC Russell reviewed this report that was also included in the packet. As expected, July's overtime was significant, at just under \$70,000, driven in part by three individuals on leave for injuries – one of whom is back to work and the other two are expected to be cleared for unrestricted duty in September. The other contributing factor was July 3-4; as public events were cancelled and the summer was very dry, it was anticipated that the call volume could be significant, so staffing was increased to 13 (versus 9) for both those days. There was a brief discussion regarding the advantages of utilizing Rebound in managing injuries; the primary advantage to utilizing this group is their assistance in moving the labor and industries process faster, resulting in less time off due to injuries.
6. **Operations Report (July):** DC Russell had previously e-mailed July's Kitsap 911 Activity Report, which reflected 344 calls; the districted provided mutual aid 39 times and received mutual aid 35 times. He also noted that to date, there have been 358 calls in August; if that volume continues, August may reflect one of the busiest months of the year. Significant calls include responding to a wildfire in South Kitsap as well as a water rescue on the Hood Canal involving two victims on an overturned kayak, neither of whom were wearing life jackets. Commissioner Milton recognized the ingenuity of the two firefighters on that call getting permission from a nearby homeowner to use their watercraft for the rescue – there was not enough time to get a district vessel to the scene and their quick thinking may very well have saved lives. DC Russell also noted surface water training has begun for four firefighters. This led to an inquiry about continued marine training with Seattle Fire that was paused due to the pandemic; DC Russell will confirm the status of this training program.

Commissioner and Staff Comments:

Commissioner Milton emphasized what a valuable asset Chief Peterson has been to the district for over 30 years and the outstanding job he has done.

Commissioner Ingalls noted the county is now requiring residential sprinklers for houses located in areas with difficult access, e.g. where a turn-around or "hammer head" driveway is not available. The county is now also imposing traffic impact fees to be paid by the property owner; fees range from \$700 to \$4,300 per unit, including individual units in a new apartment house.

Commissioner Ellingson reported the WFCA is requesting length-of-service recognition information as well as memorials and proxies for the upcoming conference. Commissioner Milton should be recognized for 20 years as a commissioner. The next KCFCA meeting will be at Station 31 as well as virtually. December's joint Kitsap County Fire Commissioners and Fire Chiefs meeting and holiday brunch will be on December 11th at the Clear Water Resort. There was a brief discussion regarding the upcoming Kitsap 911 ballot measure and the need for clear communication regarding what the measure means.

ASM/HRM Alkire asked that the board let her know as soon as possible their plans for attending October's WFCA conference; Commissioners Ellingson and Milton confirmed their attendance; Commissioner Ingalls will not be able to attend. Commissioners Quinn and Uberuaga will let her know.

DC Russell reported that the PFD Cares team, FF Dave Musselman and Dr. Renee Miller, will be recognized as Hometown Heroes at the August 28th and 29th Mariners' games; FF Musselman will be recognized on the 28th and Dr. Miller will be recognized on August 29th.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, September 8, 2021 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, September 28, 2021 at 19:00 SKFR Station 31 and Zoom®**

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

Adjourn: The meeting was adjourned by common consent at 5:48pm.

ATTEST:

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