

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 8, 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 9/8/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 9/8/2021 agenda.

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 9/8/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 9/8/2021 consent agenda.

2. Ratification of US Bank Vouchers Fund 90912 \$14,767.72

Commissioner Uberuaga moved to ratify US Bank vouchers from fund 90912 in the amount of \$14,767.72. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers from fund 90912 in the amount of \$14,767.72.

3. Ratification of US Bank Vouchers Fund 90915 \$3,728.24

Commissioner Uberuaga moved to ratify US Bank vouchers from fund 90915 in the amount of \$3,728.24. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers from fund 90915 in the amount of \$3,728.24.

Discussion Items:

- 1. Staffing/Hiring Update:** ASM/HRM Alkire reported the administrative services manager candidate had successfully completed two of the three conditions of her position offer and her physical is scheduled for next week. The district's newest volunteer, Quintin Schoonmaker, met all his conditions and DC Russell was able to enroll him in NKF&R's fire academy; Mr. Schoonmaker already has his EMT certification. There was some discussion regarding the addition of a mechanic's position and Chief Gillard noted final details of the position will be finalized as part of the non-uniform contract negotiations.
- 2. 2022 Draft Budget Review:** FM Luther distributed hard copies of the draft 2022 budget, noting that while the revenue portion does not yet reflect new construction, it does reflect the latest estimates from the assessor's office. The projected GEMT revenue has been increased to reflect historical data. There was then a brief discussion regarding transport revenue and rates; this topic will be added to the 9/22/2021 regular meeting agenda. It is the district's intent to continue the PFD CARES program, but the salary for the firefighter assigned to this program will not be offset by any grant funds, so the firefighter will now also be assigned as EMS Prevention which allows for continued CARES responses as well as the ability to manage other programs for the district, such as public CPR. This led to a short discussion regarding potential funding sources and Kitsap Mental Health; Commissioner Ellingson is initiating conversation with Patty Lent, the chair of the Kitsap County Mental Health Board. FM Luther continued her review by identifying assumptions made in developing the draft budget: it is based on 53 FTEs; a three percent COLA for the uniform group and a five percent COLA for the non-uniform group; overtime is funded at the same level as 2021; and, as has already been announced, a zero percent increase in health care premiums. This resulted in an overall increase of 4.5% in wages and a 3% decrease in benefits. There was also a 5% percent decrease in the supply budget. It is anticipated that the addition of a mechanic will

result in a \$22,000 decrease in the fleet and small engine maintenance lines. Conversely there were increases in utilities based on projected costs through the end of this year and elections based on the potential of placing a measure on the 2022 ballot. The training budget has been increased based on both the financial commitment to the training consortium as well as the need to make up for cancelled training due to the pandemic; at the 9/22/21 regular meeting a detailed review of the training budget and potential impact of the training consortium will be a topic of discussion. The small capital budget is being reviewed as part of the capital improvement plan with consideration of the potential impact of a bond. Overall, the proposed 2022 budget is 3.4% more than the approved 2021 budget.

- 3. Special Assignments MOU:** Chief Gillard began this discussion by noting prior to DC Peterson's retirement Lt. Harvey had been assigned as fire inspector, but subsequent to DC Peterson's retirement, he is now conducting plans review. Chief Gillard also stated that while the district supports both the City of Poulsbo and Kitsap County for fire marshal functions, the district is not the jurisdiction with authority. Lt. Harvey will still maintain the rank of lieutenant, but the special assignment MOU clarifies his role as deputy fire marshal and the district's intent to reclassify the special assignment role of fire inspector to deputy fire marshal with his pay based on the rank of captain; this MOU is an interim step that will be reevaluated during contract negotiations as the uniform bargaining agreement is negotiated in 2022. It is hoped that at tomorrow's labor management meeting Lt. Harvey's responsibilities as an emergency responder will be finalized. After reviewing both the proposed MOU and special assignment deputy fire marshal position description, the following motion was made:

Commissioner Milton moved to authorize Chief Gillard to sign the Special Assignment Deputy Fire Marshal MOU on behalf of the district. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the Special Assignment Deputy Fire Marshal MOU on behalf of the district.

Informational Items:

- 1. COVID-19 Update:** Chief Gillard reported it is expected there will be 100% compliance with the vaccination mandate by the October 18th deadline. The county is currently experiencing the highest infection rate since the start of the pandemic, with over 90% of sick and or hospitalized patients being unvaccinated. Between the Kitsap, Clallam, and Jefferson county hospital systems, there is currently one ICU bed available. Commissioner Milton commended the bargaining unit and Chief Gillard on their combined efforts in getting the workforce vaccinated.
- 2. Behavioral Health Incidents:** Chief Gillard updated the board on the impact of 1310 noting the attorney general's clarification of law enforcement's responsibilities has almost entirely eliminated confusion between the agencies regarding our respective roles. While there has always been a productive working relationship between our agency and law enforcement, this experience may have actually strengthened that relationship. It has also solidified the need for a mental health professional to partner with both fire and law enforcement on every behavioral health related incident.
- 3. Handle With Care Program:** Chief Gillard reported this is a national program that provides some structure and scope to respond to critical care needs involving children. At its core, this program provides a mechanism that allows for emergency responders to notify the child's school that something traumatic is occurring or has occurred in the child's life, without having to provide any details, and to "handle with care." Chief Gillard has been in contact with the North Kitsap School District, as well as fire and law enforcement agencies, and there is a high level of interest among the groups. Participation will require a MOU and, at the moment due to challenges presented by the pandemic, the school district does not have the capacity to move forward with the program.
- 4. Facilities Update:** Chief Gillard reported there is no new information regarding bids for the Station 72 projects; contractors are clearly very busy and getting the bid process completed continues to be challenging. The SCBA washer issue should be resolved soon. Planning continues for the new station and the board encouraged starting the conversation with the city regarding conditional use permit timing.
- 5. Apparatus Update:** Chief Gillard provided the following update: the medic unit re-chassis project is anticipated to be complete by September 17th. Two volunteers will be traveling to the LifeLine factory to drive the completed unit back from Iowa; the final project cost is less than the budgeted amount. The replacement engine's manufacture continues, with some photos illustrating the process being sent by Chief Gillard previously; it is anticipated that a virtual "mid-build" meeting will occur by the end of September with

the final inspection being conducted on site, most likely by FM Annear and Lt. Lowrie. Delivery by the manufacturer should occur in late October. The new engine contract with E-One is under review by attorney Brian Snure.

Commissioner and Staff Comments:

Commissioner Ellingson reminded the group about the 20th anniversary of September 11th ceremony at the 911 memorial in Bremerton and encouraged everyone to reflect on the meaning of that day.

ASM/HRM Alkire inquired about the direction of the CBRC; it had been previously discussed to redirect the CBRC to more of a strategic advisory board function to review long-term funding strategies, consideration of taxpayer fatigue, and timing of bonds and/or levy renewals. She will contact the chair of the CBRC to identify the best way to communicate with the group and get concurrence with a potential new direction, when to meet (early in 2022 versus this fall), as well as solicit new members.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, September 22, 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 5:49pm.

ATTEST:

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