

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 22, 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	Shane Anderson	Staff
Kevin Vay	Staff	Craig Becker	Staff

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

Approval of Agenda:

Commissioner Milton moved to approve the 9/22/2021 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 9/22/2021 agenda.

Public Comment: There was no public in attendance.

Executive Session: At 6:15 p.m. Chair Ellingson called for a 30-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 6:45p.m. Chair Ellingson closed the executive session and re-opened the regular meeting. No action was taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 9/22/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 9/22/2021 consent agenda.

2. Commissioner Payroll (September)

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

Discussion Items:

- Staffing/Hiring Update:** ASM/HRM Alkire reported the Administrative Services Manager candidate has successfully completed two of the conditions for hire; the last condition (physical) has been completed, but the district is waiting for the final report. It is still expected the new ASM will join the district in October. The middle office in the front office area will be assigned to this position and a training plan is being developed. The position description for the second mechanic's position is being finalized and work continues with labor to establish the salary range.
- 2022 Draft Budget Review – Training Budget/Small Capital:** Chief Gillard began this discussion with an overview of the draft budget, noting the training consortium fee is a new expenditure for 2022, but savings from joining the consortium are unknown at this time; other training impacts include ESO Wave, Operative IQ, and training for the second mechanic position that will be filled in 2022. The pandemic negatively impacted the ability for training in both 2020 and for the approximately six months in 2021 which means the 2021 training budget will again be under spent. Between 2020 and 2021, the training budget was under spent by approximately \$320,000, so while there is a 35% increase in the 2022 training budget, surplus training dollars have contributed to carry-over dollars. It was requested that previous years' training budgets be provided for comparison. FM Luther then began her report by noting the overall operating budget illustrates a three percent increase over 2021's operating budget. As mentioned, the training budget reflects a 35 percent which is approximately \$119,727.00. This amount is attributable to the consortium fee (\$64,103.00 which is 54% of the increase); Operative IQ and ESO (\$10,000 or 8%); and, fire operations training (\$23,948 or 20%). Much of the increases are due to catching up on outside training that was unavailable in 2020 and the first half of 2021; there are also some anticipated costs included for training and certifications for the second mechanic. B/C Anderson provided an update on the consortium

which included that the county training manual is 95% complete. Chief Gillard then provided an overview of the proposed small capital budget; this budget illustrates money earmarked for capital expenditures of under approximately \$300,000.00. The small capital budget is funded primarily through revenue from the GEMT reimbursement program as well as a \$27,000 annual transfer from the operations budget. It is anticipated, based on current GEMT reimbursement amounts, that the total small capital revenue for 2022 will be about \$600,000.00. The proposed small capital budget was reviewed, with it being noted that the district's MCTs (Mobile Computer Terminals) will be out of warranty in September and must be replaced soon; it was also suggested that a contract with a snow plow operator be explored rather than purchasing a snow plow to attach to a vehicle. There was discussion regarding strategies and timing for funding the new station as well as renewal of the fire and EMS levies.

3. **Transport Revenue Review:** ASM/HRM Alkire noted the most recent resolution regarding transport fees as well as a comparison chart of current fees being charged by other districts in the county were included in this meeting's packet. This was brought forward to begin a discussion regarding the district's transport and/or mileage fees; this subject will be on the requested upcoming commissioners meeting with NKF&R as our respective fee structures mirror each other.

Informational Items:

1. **COVID-19 Update:** Chief Gillard reported a recent Northwest Health Network report noted hospital bed space is limited, with 90% of COVID patients being unvaccinated; the pandemic is impacting anyone needing healthcare. Emergency department wait times continue to be long and data is being gathered to illustrate that point. He and CKF&R's Chief Oliver are suggesting that the DEM's medical volunteers provide staffing for emergency crews to complete patient transfers so they may return to their response areas. The state Department of Health has approved reopening the Bremerton facility to long-term care to relieve the Silverdale facility's beds; wait times are long in the emergency department because all the emergency room beds are full as there is nowhere to move patients within the hospital. It is hoped reopening the Bremerton facility may provide some relief.
2. **Behavioral Health Incidents:** Chief Gillard reported behavioral health patients are also impacting St. Michael's, which underscores the need for Kitsap Mental Health to place mental health professionals in the field to serve with both fire and law enforcement.
3. **Facilities Update:** Chief Gillard reported he is meeting next week with Rice/Fergus/Miller to reevaluate the upstairs remodel project. Captain Ramey is trying to move forward on the apron and bathroom repair projects at Station 72; as previously noted, getting bids for these projects continues to be challenging.
4. **Apparatus Update:** Chief Gillard reported there has been a delay in the completion of the medic unit re-chassis project due to a delay in delivery of the air conditioning unit; however, completion is expected the beginning of October. Two district volunteers will fly back to Iowa to pick up the unit and drive it back to Poulsbo; it is expected the unit will be back in the district by October 8th. The delivery of the Spartan replacement engine is still on track, with delivery expected the end of October. The final specifications for the new E-One engine have been received from Cascade Fire and are ready to submit for purchase through the HGAC program.
5. **Month-to-Date Financial Report (August):** A copy of this report was included in the packet. FM Luther noted there were no areas of concern and second half tax revenue will begin to appear next month.
6. **Overtime Report (August):** D/C Russell reviewed this report that was included in the meeting packet. As expected, August overtime's net was nearly \$87,000 and analysis provided the following points: two long-term injuries had an impact of \$21,100; Rescue Systems 1 training and paramedic school that required on-site attendance had a \$15,600 impact; and, as reported earlier in the month, the norovirus swept through the department, with about a \$10,000 impact. These three areas were responsible for approximately half of the total overtime cost. Mitigation efforts include assigning the two daytime firefighters as part of normal minimum staffing for their 10-hour shifts and tracking that impact weekly; the two long-term injured firefighters have been released back to work. D/C Russell closed his report by emphasizing that pre-pandemic, if someone had respiratory issues, they would tend to "power through it;" unfortunately, those days are gone. Currently there are two "break-through" COVID cases, and understandably, personnel are not willing to risk exposing others without confirmation that they have not been infected.
7. **Operations Report (August):** D/C Russell reviewed August's Kitsap 911 Fire and Aid Activity report that reflected the district responded to 389 calls in August; the district provided mutual aid 44 times and received mutual aid 46 times. Although it's impossible to know exactly how many emergency calls the

CARES team prevented, based on historical response data it appears they prevent an additional 15-20 calls per month. D/C Russell closed his report by noting that month to date in September, the district has responded to 362 calls, so we are on pace for 380 – 390 calls for the month.

Commissioner and Staff Comments:

Commissioner Ellingson reported Commissioner Gene Carmody, who has been serving as the WFCA's Region 9 representative for several years, will not be running for that position again; Kelley McIntosh, commissioner for North Mason RFA, will be on the ballot. There was a recent fire service forum where it was announced the state fire marshal's office would like to have a state-wide curriculum for academies. The vaccination mandate also applies to all wildland contractors and concern was expressed regarding the mandate's potential impact on that group. There are two upcoming training opportunities regarding community risk reduction programs: one in January regarding building organizational support and one in December regarding best practices for the program which will be held in Pasco.

D/C Russell commended Captain Ramey for successfully negotiating with the Lofall community to place Marine 71 in one of their slips at their dock for Hood Canal marine response.

Chief Gillard reported that the state burn ban is still in force; as soon as the state-wide ban is lifted, the county ban should be lifted as well.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, October 13, 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 6:45pm.

ATTEST:

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