

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**October 13, 2021**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner (excused)	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 10/13/2021 agenda. Commissioner Quinn seconded. Discussion: Chief Gillard reported there was not a need for an executive session and the item titled "Deputy Fire Marshal" MOU should be "Deputy Chief" MOU. Motion was called with a unanimous vote to approve the 10/13/2021 agenda as revised.

**Public Comment:** There was no public in attendance.

**Executive Session:** None.

**Action Items:**

**1. Consent Agenda:**

Commissioner Milton moved to approve the 10/13/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 10/13/2021 consent agenda.

**2. Ratification of US Bank Vouchers Fund 90912 \$10,553.62**

Commissioner Milton moved to ratify US Bank vouchers from fund 90912 in the amount of \$10,553.62. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers from fund 90912 in the amount of \$10,553.62.

**3. Ratification of US Bank Vouchers Fund 90915 \$258.80.**

Commissioner Milton moved to ratify US Bank vouchers from fund 90915 in the amount of \$258.80. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers from fund 90915 in the amount of \$258.80.

**4: Proxy Authority:** Commissioner Milton will serve as proxy for Commissioner Ingalls and Commissioner Ellingson will serve as proxy for Commissioner Uberuaga at the upcoming WFCA conference; ASM/HRM Alkire will submit the signed forms to WFCA.

**Discussion Items:**

- Staffing/Hiring Update:** Chief Gillard reminded the board Nichole Sawyers, Administrative Services Manager, will start on Monday, October 18<sup>th</sup>. He also noted the position description and wage scale are being finalized for the mechanic's position, which should be posted by the end of the month. D/C Russell reported on the impact of filling in minimum staffing with the two day-time firefighters, offsetting 10 hours of overtime for minimum staffing; to date October's overtime is about \$8,200 – this is attributable to several factors, including having 10 hours of a 24-hour shift staffed with the daytime firefighters. He anticipates reassigning the daytime firefighters to their normal duties soon. There was discussion regarding the implications of reducing minimum staffing under specific circumstances and the potential impacts on both overtime cost as well as the ability to keep all three stations staffed.
- Deputy Chief MOU:** Chief Gillard provided some context regarding all three MOUs; with the retirement of Deputy Chief Peterson and the loss of Community Relations Specialist (CRS) Matson, there have been lots of changes. D/C Peterson's primary areas of responsibility were fire prevention and facilities; the Deputy Chief MOU identifies areas of responsibility and to whom those responsibilities are being assigned. Lt. Harvey is now the Deputy Fire Marshal and will absorb fire prevention activities; B/C Zeigler will be the primary contact for facilities, being the point of contact for the tri-north facilities manager, Dan Fuller.

3. **Community Relations Specialist MOU:** Again, this MOU details task re-distribution to non-represented as well as non-uniformed and uniformed bargaining unit personnel and identifies the need to impact bargain the changes. Community relations will also now encompass a larger Community Risk Reduction focus that includes EMS prevention. The MOU identifies both the public education as well as the public information functions of the Community Relations Specialist position description.
4. **Annual Leave MOU:** There was a question raised regarding the difference between “normal staffing” and “minimum staffing”. Staffing three stations requires nine personnel as “normal” staffing, while the district’s “minimum” staffing remains seven. This MOU identifies that when district “normal” staffing is 11, which will require 15 personnel assigned to each shift, there will not be an expectation of more than four personnel off per shift. It also identifies that in the interim, beginning January 1, 2022 the district will allow 3.75 annual leave slots per shift which will be achieved by allowing three annual leave slots during the first and fourth quarters, and four annual leave slots during the second and third quarters. The following motion was made:

Commissioner Milton moved to authorize Chief Gillard to sign the Deputy Chief; Community Relations Specialist; and Annual Leave Memorandums of Understanding on behalf of the district. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the Deputy Chief; Community Relations Specialist; and Annual Leave Memorandums of Understanding on behalf of the district.

5. **Mechanic Specialist and Mechanic Assistant Job Descriptions:** The intent of these draft position descriptions is to identify two different levels of experience while also describing paths for promotion. There was discussion regarding the salary schedule(s) and step progression with some suggested language; this item will be on the 10/27/21 agenda for further discussion.
6. **2022 Draft Budget – CBRC Response:** Chief Gillard identified that the training budget had been reviewed and he intends to add a fuel trailer to the small capital budget to enable the district to be self-sufficient for refueling apparatus during a natural disaster. The intent is that the trailer will hold 500-1,000 gallons of fuel; it was clarified that this will not be an in-ground tank and there was discussion regarding the need to cycle the fuel on a regular basis. D/C Russell will have calculations prepared for presentation at the next regular meeting regarding how long that quantity of fuel will last and he will also survey organizations in the area that store their own fuel to determine how their supply gets restored. Chief Gillard also noted that the district is participating in L&I’s FIIRE program, which is an injury prevention program; the district has received a 10% reduction in its base rate due to its participation. B/C Anderson and ASM/HRM Alkire will be meeting with FIIRE representatives on November 8<sup>th</sup> for training on the program’s reporting requirements.
7. **Resolution 21-05 Endorsing Proposition 2 additional 1/10<sup>th</sup> of One Percent for Kitsap 911:** Joining with other districts in the county, this resolution simply identifies our support for this proposition within the requirements of RCW 42.17A.555. The following motion was made:

Commissioner Milton moved to adopt Resolution 21-05 Endorsing Proposition 2 Additional 1/10<sup>th</sup> of One Percent for Kitsap 911. Commissioner Quinn seconded. Discussion: the question was asked why is this measure a permanent tax, rather than a different funding mechanism such as a bond. The answer is that there are ongoing upgrades and replacements necessary now and those needs will continue as equipment needs to be replaced periodically into the future; this not a “one and done” project. Motion was called with a unanimous vote to adopt Resolution 21-05 Endorsing Proposition 2 Additional 1/10<sup>th</sup> of One Percent for Kitsap 911.

#### Informational Items:

1. **COVID-19 Update:** Chief Gillard reported that cases are on the decline, but are still at a very high level. As previously reported, St. Michael’s made a request through DEM for personnel to staff a transfer station at the hospital for EMS personnel to transfer patient care to the emergency department without the extended wait times that have been experienced. Although the transfer station has not yet been established, personnel have been located to staff it and, when established, it is hoped that EMS wait times at the hospital will be positively impacted.
2. **Behavioral Health Incidents:** Chief Gillard reported the county operations chiefs have a system in place to gather data illustrating the effectiveness of the program as well as the impact of HB 1310. There was discussion regarding future funding of Kitsap Mental Health and the need for a focus on geriatric care. Chief Gillard closed this report by noting that the Medical Program Director, with the assistance of MSO Gillanders, has developed EMS protocols for behavioral health incidents.

3. **Facilities Update:** Chief Gillard reported that the SCBA washer installation in the decontamination room is near completion. He has met with Rice/Fergus/Miller to reassess the crew quarters' remodel project, emphasizing the need to utilize existing infrastructure; the bathrooms are the top priority, but other areas needing attention are replacement of the windows, flooring, and painting. He has asked for a breakdown of costs for these projects so they may be potentially addressed separately.
4. **Apparatus Update:** Chief Gillard was pleased to report the refurbished medic unit is back and being prepared put back in service; the Spartan replacement engine is still expected the end of the month or early November; and, the E-One engine purchase is in process, with the prebuild consultation expected soon.
5. **Grant Update:** Chief Gillard reported that district did not receive a SAFER or AFG grant, but we did receive a grant from the Suquamish tribe in the amount of \$20,000; it is the district's intent to purchase an additional automatic CPR machine with the award.
6. **WSRB:** The district has been notified that the WSRB will be conducting its evaluation for fire insurance rating purposes between February and October next year; D/C Russell will request the evaluation be conducted in September. While it is not anticipated there will be a significant improvement on the district's rating, every bit we can improve provides our constituents an opportunity to save on insurance premiums.

**Commissioner and Staff Comments:**

**Chief Gillard** noted in researching community risk reduction programs, NFPA 1300 addresses this issue and also offers CRAIG (Community Risk Assessment and Insight Generator) that provides an in-depth community assessment, identifies areas of vulnerability and makes recommendations to mitigate those vulnerabilities. The program is not inexpensive and he is soliciting support from other districts to perhaps share the cost.

**Public Comment:** There was no public comment.

**Good of the Order:**

Next Regular Meeting scheduled for **Wednesday, October 27, 2021 at 16:00**  
WFCA Annual Conference **October 21-23, 2021 Tulalip Resort, Tulalip WA**  
Kitsap County Fire Commissioners Meeting, **Tuesday, October 26, 2021 at 19:00**  
Bi-North Meeting **Tuesday, November 2, 2021 19:00 Station 71 and Zoom™**

**Adjourn:** The meeting was adjourned by common consent at 6:00pm.

**ATTEST:**

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