

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
October 27, 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	Nichole Sawyers	Staff

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

Approval of Agenda:

Commissioner Ingalls moved to approve the 10/27/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 10/27/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: At 5:10pm Chair Ellingson called for a 30-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 5:40pm the executive session was extended for 10 minutes. At 5:50pm Chair Ellingson closed the executive session and re-opened the regular meeting. There was no action taken.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 10/27/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 10/27/2021 consent agenda.

2. Commissioner Payroll (October):

Commissioner Uberuaga moved to approve commissioner payroll for the month of October in the amount of \$3,584.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of October in the amount of \$3,584.00.

Discussion Items:

- Staffing/Hiring Update:** Chief Gillard was pleased to report that two of the three injured firefighters are back to work. Introduced Administrative Services Manager Nichole Sawyers. The second mechanic hiring process is in the works – the final wages will be part of the non-uniform contract negotiations. The salary ranges were preliminarily set as a percentage of the Fleet Manager’s wages; the board expressed some concern with tying the second mechanic’s wages to the Fleet Manager’s wages as that may limit their flexibility to adjust the Fleet Manager’s wage in the future. Chief Gillard expressed that the initial methodology for setting the wage will not be carried into the future. There are two tracks for the second position: Assistant Mechanic (lower level with less experience) and Fleet Technician (higher level with more experience, specifically with heavy diesel engines.) Each position has minimum qualifications to be eligible as well as identified steps for advancement. It is expected this position will be posted in the next week.
- 2022 Draft Budget – Final Review:** FM Luther began this discussion by noting there have been some wage adjustments for the non-uniform and non-represented groups, but the bottom line still remains \$800,000 in the black. Chief Gillard added that fuel trailer item on the small capital budget is being removed with alternatives being explored, which may include adding a fuel tank to the shop truck; nozzle and hose replacements are also being reviewed as well as disaster supplies. FM Luther closed this report by requesting any comments or concerns be put forward as soon as possible and that the final budget will be distributed to the board as soon as possible for review prior to the budget public hearing.
- November Meeting Schedule:** After discussion, it was decided to move the November 10th regular meeting to November 17th which will include the 2022 budget public hearing. Determination regarding

potentially cancelling the November 24th regular meeting will be made at the November 17th regular meeting. ASM/HRM will make the appropriate notifications and publish the notice.

Informational Items:

1. **COVID-19 Update:** Chief Gillard reported that while case numbers have leveled off, they are still high. He was also pleased to report that the vaccine mandate is being effectively managed throughout the Kitsap County Fire Departments. The mandate did, apparently, have a negative impact on SMMC (St. Michael's Medical Center) with a reported reduction in staff of approximately seven percent. Under normal circumstances that percentage could be easily absorbed, but the hospital was already understaffed and this has exacerbated their staffing issues. Recently there were 104 patients in the emergency department waiting for care so the hospital had to divert BLS patients to St. Anthony's in Gig Harbor. This situation caused the district call back two firefighters to continue coverage of the district. The promised emergency department nurses provided by DEM, as previously discussed, are not yet in place to provide some relief for emergency services transfer of patients.
2. **Behavioral Health Incidents:** Chief Gillard noted that after attending the BH (behavioral health) presentation by Marysville Fire at the recent WFCFA conference, it confirmed for him that the district is better prepared to respond to BH incidents than many departments around the state. With that in mind, it is of some concern to him that the CRIS (Crisis Response Incident Strategy) group that is establishing a 988 emergency response number for BH incidents has 36 members, none of whom are from the fire community. This is the group who is advising the legislature on how to improve BH response. The closest representation we have is Kim Hendrickson from the City of Poulsbo, who is representing the CARES program. Chief Gillard stated he is actively participating to the extent he can with an emphasis on the various ways these types of calls may be addressed: response could be law enforcement and a MHP (mental health professional); or the CARES unit with law enforcement; or a MHP dispatched to specific incidents, although a single person response may not be the safest solution.
3. **Facilities Update:** Chief Gillard reported he is continuing to work w/ Rice Fergus Miller to finalize the plan for the second floor remodel project. There is also a need to start the preliminary work for the new station and he is developing a RFQ (Request for Qualifications) for architectural work, the first step in this process. In order to make the discussion with the CSAB (Citizen Strategic Advisory Board) meaningful, we need projected costs. It is his hope that a funding measure will be on the 2022 general election ballot with the ability to staff the new station in 2025. Chief Gillard closed this report by noting Captain Ramey has received bids for the Station 72 bathroom remodel project; it is expected Captain Ramey will make a presentation to the board by the first regular meeting in December.
4. **Apparatus Update:** Chief Gillard reported the rechassis'd medic unit has been returned to the district. The Spartan replacement engine is nearing completion and should be delivered in November. The E-One engine prebuild meeting is scheduled for November 10th; completion is expected in 300 days from September 23rd, which is the day the contract was signed. D/C Russell has met with Lt. Lowrie regarding a potential brush truck purchase. Capt. Ramey and Lt. Beach are also on the brush truck committee; a purchase through DNR (Department of Natural Resources) is being explored.
5. **Month-to-Date Financial Report (September):** This report was included in the packet and FM Luther noted there were no concerns. As of today (10/27) 82% of the total taxes for the year have been received. There was some discussion regarding the proposal to allow for districts above a certain budget level to be afforded the ability to manage their own investments; FM Luther stated that may be an advantage for the district – as an example, the county recently changed their financial software and the district only has access once a week for their financial report versus the ability to check receivables every day. Having the ability to track revenue on a daily basis could allow for more efficient investments and money management.
6. **Overtime Report (September):** D/C Russell reported September's overtime was impacted by the crews' ability to catch up on training that was unavailable during the pandemic. As previously mentioned, the two daytime firefighters have been incorporated into the regular staffing model to mitigate some of this cost. He anticipates October's overtime to be approximately \$30,000 and the daytime firefighters will be removed from regular staffing and return to their daytime schedule in early November. Other impacts on overtime include a firefighter who is on a national disaster medical team, which falls under USERRA rules. Responders have also been receiving their booster vaccine which has caused some of the same side effects as the initial immunizations.

7. Operations Report (September): D/C Russell had previously sent out the Kitsap 911 Activity Report for September and it was also included in the packet. The report reflects 353 calls for the month, which is an increase from 287 for the same time period in 2020. Including automatic aid, the district responded to 384 calls in September. While the district called in extra staffing for the storm response, the impact was minimal for the projected arrival of the storm. The following day, however, the district responded to 35 calls in a 24-hour period, 23 of which were storm related. D/C Russell closed his report by sharing the sad news that one of the district's former volunteers was killed on Sunday night in an auto/pedestrian incident.

Commissioner and Staff Comments:

Commissioner Uberuaga commended the crew for a response to his business for a customer; the crew was very professional, attentive, and empathetic to both the patient and the fact there were other customers there.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, November 10, 2021 at 16:00**

Bi-North Meeting **Tuesday, November 2, 2021 19:00 Station 71 and Zoom™**

Kitsap County Fire Commissioners Meeting, **Tuesday, November 23, 2021 at 19:00**

Adjourn: The meeting was adjourned by common consent at 5:50pm.

ATTEST:

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