

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 17, 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
Kevin Vay	Staff		

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

Approval of Agenda:

Commissioner Milton moved to approve the 11/17/2021 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 11/17/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: Although there was not an executive session, Chief Gillard mentioned an error in the market adjustment wage increase in 2021 for one of the administrative position's wages. This has been corrected and there is no change to the budget.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 11/17/2021 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 11/17/2021 consent agenda.

2. Commissioner Payroll (November):

Commissioner Uberuaga moved to approve commissioner payroll for the month of November in the amount of \$1,408.00 Commissioner Quinn seconded. Motion was called with a unanimous vote to approve Commissioner payroll for the month of November in the amount of \$1,408.00.

Public Hearing: At 4:07 p.m. Chair Ellingson called for a 15-minute Public Hearing to discuss the 2022 budget.

1. 2022 Budget Review

Chief Gillard confirmed the 2022 projected revenue is \$11,585,155,000 and the total 2022 Operating budget is \$10,803,382, even including the Small Capitol budget at \$521,500, there is excess revenue in the amount of \$231,772. The proposed 2022 budget includes significant investments in training, including the district's contribution to the training consortium, and funding a second mechanic. The excess revenue was partly achieved by the elimination of the second Deputy Chief and PIO positions.

2. Resolution 21-06 Fire Levy

3. Resolution 21-07 EMS Levy

4. Resolution 21-09 Expenditure Budget Adoption

Commissioner Quinn moved to adopt Resolutions 21-06 Fire Levy, 21-07 EMS Levy, and 21-09 Expenditure Budget Adoption. Commissioner Milton seconded and motion was called with a unanimous vote to adopt all three Resolutions.

Discussion Items:

1. **Staffing/Hiring Update:** Chief Gillard announced that the second fleet mechanic position is posted on the Daily Dispatch. The position descriptions and applications are available on our website. The application period will close on November 29, 2021. Chief Gillard states that the second mechanic's hiring process will be robust, utilizing scenario-based assessments and practicals. Chief Gillard is working with B/C Anderson and the union to start a promotional exam for lieutenant, captain, and battalion chief positions. It is expected the process will begin in early December, with the exam and practicals taking place in June 2022.
2. **November 24, 2021 Regular Meeting:**

Commissioner Quinn moved to cancel the November 24, 2021 regular meeting due to a lack of agenda items. Commissioner Ingalls seconded. Motion was called with a unanimous vote to cancel the November 24, 2021 regular meeting due to lack of agenda items.

3. **Resolution 21-08 Surplus:**

Commissioner Ingalls moved to approve Resolution 21-08 Surplus Equipment. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve Resolution 21-08 Surplus Equipment.

Informational Items:

1. **COVID-19 Update:** Chief Gillard reported case numbers are continuing to decrease. The nurses provided by DEM have arrived and are now in place to reduce the emergency department wait times. St. Michael's is still experiencing a lack of beds and staff, but the wait times have decreased from nine percent over 30 minute wait times to four percent. Currently, booster shots are being coordinated for the staff. Kitsap County and Jefferson County have requested assistance with child immunizations, but due to their short appointment availability windows, the district is unable to assist.
2. **Behavioral Health Incidents:** Chief Gillard discussed current meetings about House Bill 1310 and 1477 (funding for the 988 system) and how having fire service members involved would be beneficial. Chief Gillard met with Mayor Erickson to discuss long-term planning for the CARES team and how to sustain the program in the future.
3. **Facilities Update:** Chief Gillard had a meeting with NKF&R's Chief Smith and BIFD's Chief Teran to discuss a potential second position for facilities maintenance. They will be setting up a meeting with Dan Fuller to discuss the current state of the facilities and assess future needs. Station 72 Captain Ramey continues to move forward with the bathroom remodel and will be attending the next meeting to present to the board. New firefighter workstations are scheduled for delivery November 29, 2021. Chief Gillard is working on creating a timeline for the Viking property to present to the board. Looking into the General Contractor/Construction Management (GCCM) method for design/build but will need to adopt an updated Public Works policy for request for qualifications (RFQ). Chief Gillard joined Chief Faucett to review North Mason's most recent project where the GCCM method for construction was utilized. North Mason was able to build at half the initially quoted price using the GCCM method. Chief Gillard provided a brief update from the Bi-North meeting. It was identified that there would be efficiencies in working together and combining fleet managers and apparatus. There was also discussion regarding the potential of efficiencies building a shared fleet maintenance facility. However, the cost and location would play a significant factor. Property was found on Bond and Gunderson, but the chiefs will be looking more into investing for a future fire station location.
4. **Apparatus Update:** Chief Gillard reported the Spartan replacement engine should be here next month; the engine will be delivered and inspection will be completed at the company's location in Snohomish County. The E-One engine prebuild meeting went very well and it was found that we could save about \$200,000. Currently we are still waiting on the final purchase price from dealer. The rechassis medic unit is now in service. Currently there is a group working on the specifications for a tow/brush vehicle to add to the fleet as budgeted in the 2022 small capital budget, with the hope to have the apparatus in the fleet by summer 2022. Currently planning a "push-in ceremony" for mid-January to officially welcome our new engine.

Commissioner and Staff Comments:

Commissioner Milton commented on the quality of the workforce being hired and on the high level of customer service and professionalism demonstrated by PM McCaffrey on a recent call.

Commissioner Ellingson wished everyone a happy Thanksgiving.

Captain Vay thanked the board for approving the 2022 budget and expressed appreciation for the investments in training. He also announced his re-election as Local 2819's vice president for another two years; Trevor Holmberg has been elected as assistant vice president.

ASM Sawyers reported letters were sent to the immediate residents around Station 77 and Station 72. So far, only positive feedback has been received regarding their experiences living next door to a fire station.

Chief Gillard reported the AFG grant opening was just announced. It had been the plan to apply for funding live-fire capability at the district's training tower, however it was also announced only state academies will be receiving funding for live fire capacity. The district will instead re-submit a grant request for an aerial device. When speaking with Mayor Erickson, he identified fire prevention and inspection services being provided by the district need financial participation from the city. Mayor Erickson expressed a desire to get out of the fire prevention business, but it would be a significant undertaking if the city no longer wants to be involved in the fire prevention as the Authority Having Jurisdiction. Though the district being the Authority Having Jurisdiction would be a benefit to the community, PFD would need support from the city to allow appropriate staffing. More discussions to come. Mitigation impact fees will also be considered in the future for fire prevention as the community continues to grow. Chief Gillard will get a lock on the gate at the Viking Avenue property as well as get "No Trespassing" signs posted.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, November 24, 2021 at 16:00 (This meeting is cancelled)**
Kitsap County Fire Commissioners Meeting, **Tuesday, November 23, 2021 at 19:00**

Adjourn: The meeting was adjourned by common consent at 529pm.

ATTEST:

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