

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 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	Nichole Sawyers	Staff
Brian Ramey	Staff		

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

Approval of Agenda:

Commissioner Uberuaga moved to approve the 12/08/2021 agenda. Commissioner Ingalls seconded. Discussion: it was decided administering the oath of office to Commissioner Ingalls would be added to the agenda. Motion was called with a unanimous vote to approve the 12/08/2021 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: None.

Oath of Office: Chair Ellingson administered the Oath of Office to Commissioner Ingalls.

Action Items:

1. Consent Agenda:

Commissioner Quinn moved to approve the 12/08/2021 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/08/2021 consent agenda.

Discussion Items:

- 1. Staffing/Hiring Update-**Chief Gillard stated there were no qualified candidates that applied for the Fleet Mechanic/Assistant position, so the position opening has been extended to January 5, 2022. The Mechanic Assistant position description has been updated to include qualifying education may replace the one year of specialized experience.
- 2. Station 72 Remodel-Captain Ramey-**Captain Ramey gave a presentation on Station 72 and the need to update the restrooms.

Commissioner Ingalls moved to authorize Chief Gillard to sign a contract with a vendor selected from the Small Works Roster to perform the work necessary to update Station 72's restrooms up to \$40,000 plus tax. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign a contract with a vendor selected from the Small Works Roster to perform the work necessary to update Station 72's restrooms up to \$40,000 plus tax.

- 3. Station 71 Restroom Remodel –** Chief Gillard discussed the options for contracting services for the Station 71 restroom remodel project. The district received a quote from Rice Fergus Miller, with the district has worked with in the past. Chief Gillard provided a scope of work, beyond remodeling the second floor restroom, that eventually needs to be accomplished which includes: updating the laundry room, replacing all the windows, replacing the flooring, and reconfiguring the sleeping quarters Chief Gillard is requesting

to look into additional contracting options, including a design build option, to ensure the district is receiving the best services for the best cost.

- 4. Multi-Use Support Vehicle-** Deputy Chief Russell provided an overview of the proposed multi-use support vehicle that will fit the specifications needed.. HME Ahrens-Fox has a vehicle in stock that fulfills the identified specifications; the vehicle is available for purchase through

Commissioner Quinn moved to authorize Chief Gillard to purchase a multi-use vehicle through National Public Purchasing (NPP), and sign any necessary inter-local agreement as required by NPP, not to exceed \$270,000.00. Commissioner Ingalls seconded. Motion was called to authorize Chief Gillard to purchase a multi-use vehicle through National Public Purchasing (NPP), and sign any necessary inter-local agreement as required by NPP, not to exceed \$270,000.00 to purchase a multi-use support vehicle.

- 5. Viking Ave Project-** Chief Gillard discussed the potential next steps for the property purchased on Viking Ave. He would like to research hiring a construction management firm to oversee a design/build process versus the traditional contract with an architect for design services and then requesting bids from construction firms for implementation of that design. The design/build approach has been shown to be significantly more cost effective and efficient than the architectural design/construction method. Chief Gillard is currently working on a timeline to be able to get a solid quote for a new station build. Chief Gillard would like to begin the request for qualification process to hire a construction management firm for consulting, engineering and architectural services in the amount \$250,000.00 in hopes that a more defined cost estimate can be developed for the SAB's consideration in early spring.
- 6. Resolution 21-10 Sole Source Holmatro-** Deputy Chief Russell discussed the purchase of new extrication equipment. The current equipment is roughly ten years old and is in need of replacement. The new generation of extrication equipment is battery powered and more ergonomically friendly and may also be powered by generator. The Engine 71's current extrication equipment will be replaced as it is the primary responding apparatus for extrication needs. It is in the district's best interest to maintain Holmatro inventory for the reasons identified in the sole source resolution.

Commissioner Milton moved to adopt Resolution 21-10 Sole Source Holmatro. Commissioner Uberuaga seconded and motion was called with a unanimous vote to adopt Resolution 21-10 Sole Source Holmatro.

- 7. Resolution 21-11 MRSC Roster-**Chief Gillard proposed using Municipal Research and Service Center (MRSC) as the district's small works roster, consulting roster, and vendor roster to ensure all state and federal regulations are followed when it comes to purchasing. ASM Sawyers explained the benefits to using MRSC and introduced the policy to be adopted; the internal procedure is still being developed.

Commissioner Uberuaga moved to adopt Resolution 21-11 MRSC Roster. Commissioner Quinn seconded and motion was called with a unanimous vote to adopt Resolution 21-11 MRSC Roster.

- 8. Review Whistleblower Policy-**Chief Gillard requested the adoption of an updated Whistleblower Policy. The current policy is outdated and it needs to have more clarity regarding the response by the district in the event an act of government misuse occurs.

Commissioner Quinn moved to adopt the updated Whistleblower Policy 2061. Commissioner Uberuaga seconded and motion was called with a unanimous vote to adopt the updated Whistleblower Policy 2061.

9. **December 22, 2021 Regular Meeting**-It was discussed if there were enough agenda items for the meeting on December 22, 2021. The December 22, 2021 regular meeting will stand.

Informational Items:

1. **COVID-19 Update:** This item will be discussed at the 12/22/21 regular meeting.
2. **Behavioral Health:** This item will be discussed at the 12/22/21 regular meeting.
3. **Facilities Update:** This item will be discussed at the 12/22/21 regular meeting.
4. **Apparatus Update:** This item will be discussed the 12/22/21 regular meeting.
5. **AFG Grant:** D/C Russell will be applying for an AFG grant for an elevated waterway apparatus. The grant request will be for approximately \$1.24 million, of which the district's matching portion may be \$80,000.00 to \$130,000.00. Before proceeding with the grant submission, D/C Russell wanted to ensure the district was in concurrence with this potential future expenditure obligation; the board concurred.
6. **Month-to-Date Financial Report (October)- Both October and November financial reports will be discussed at the next regular meeting.**
7. **Overtime Report (October) - Both October and November's overtime reports will be discussed at the next regular meeting.**
8. **Operations Report (October) - Both October and November's operations reports will be discussed at the next regular meeting.**

Commissioner and Staff Comments:

Commissioner Milton: noted there is a need to revisit the concept of excluding fire districts' sales tax obligation above a certain threshold.

Commissioner Ingalls: confirmed Lt. Melrose's funeral will be at 1300 on 12/22/2021.

Chief Gillard: reported he has talked with the Kitsap County Treasurer regarding the district using their own choice of bank, versus using the county as its bank. Chief Gillard also discussed the coordination between law enforcement and fire when incidents involve the Involuntary Treatment Act. At the recent KCFCA monthly meeting, the director of Kitsap Mental Health stated that fire districts would be in control of ITA transfers - this is not accurate and Chief Gillard described the challenges in being responsible for the transfer if the patient is not experiencing a medical issue and is not under arrest. Chief Gillard also discussed changes to the CARES team: Dr. Renee Miller was assigned by OPCC (Olympic Peninsula Community Health) to the CARES program at PFD, will not have her contract renewed. OPCC will be sending another representative to take her place for the CARES program.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, December 22, 2021 at 16:00**

Adjourn: The meeting was adjourned by common consent at 6:11pm.

ATTEST:

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