

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

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

Approval of Agenda:

Commissioner Uberuaga moved to approve the 12/22/2021 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/22/2021 agenda.

Public Comment: There was no public in attendance.

Executive Session: None.

Action Items:

1. Consent Agenda:

Commissioner Quinn moved to approve the 12/22/2021 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/22/2021 consent agenda.

2. Commissioners Payroll:

Commissioner Uberuaga moved to approve the commissioner payroll in the amount of \$2,560.00 for the month of December. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the commissioner's payroll of \$2,560.00 for the month of December.

Discussion Items:

1. Policy 3045 Procurement Policy: Chief Gillard provided detail into the procurement process that is being requested for adoption.

Commissioner Milton moved to adopt Policy 3045 Procurement Policy. Commissioner Ingalls seconded. Motion was called with a unanimous vote to adopt Policy 3045 Procurement Policy.

2. Updated Policy 1040-Service Level Objectives: Chief Gillard discussed future staffing and services that will be provided by the district in 2022. Policy 1040 needs to be reviewed annually to capture changes and maintain accuracy.

Commissioner Quinn moved to adopt Policy 1040 Service Level Objectives as revised. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Policy 1040 Service Level Objectives as revised.

Informational Items:

- COVID-19 Update:** Chief Gillard discussed the potential increase in hospitalizations with the variant Omicron on the rise, however there has not been any known cases in Kitsap County. The department has encouraged boosters for all employees. Emergency room wait times have not been reported and seem to seem to be improving compared to previous months.
- Behavioral Health:** Chief Gillard stated that the CARES program is currently being staffed with a temporary mental health professional. Chief Gillard also commended FF Musselman for his continued efforts working the CARES program. Finally, Chief Gillard updated the continual push to keep fire districts/departments involved in the Crises Response Improvement Strategy Committee at the state level.

3. **Staffing/Hiring Update:** HRM Lise Alkire provided an update on the current job announcement for the fleet position was extended to January 5, 2021. At this time the district has only received four applications.
4. **Facilities Update:** The Station 71 work-room update has been completed, although some painting may be needed. The Station 71 and Station 72 bathroom remodel projects are in process and the bid process will start for both next month. Chief Gillard is currently getting the RFQ (Request for Qualification) together for a construction management company. There was discussion regarding having Dan Fuller on-site during the Station 71 & 72 remodel process.
5. **Apparatus Update:** Chief Gillard reported that the Spartan has still not arrived, waiting on idle reduction technology to be installed prior to getting shipped. Also discussed different shipping methods for the Spartan due to weather conditions. The multi-use vehicle that has been purchased should be delivered within 30-60 days. He continued by noting FM Annear inspected the E-One engine at the factory and reported it was very well constructed and he was impressed with the craftsmanship. Chief Gillard approved reserving a spot for a 2023 for medic unit re-chassis. Deputy Chief Russell thanked the board for the quick approval for the E-One purchase. Currently, E-One Ladder Trucks are over 700 days for production due to supply chain issues. There was some discussion regarding exploring leasing as a possible finance option in the future.
6. **Month-to-Date Financial Report (October, November)** – These reports were included in the packet and there were no concerns. FM Luther reported she is working with the state auditor on the district's regularly scheduled audit and there are no concerns at this time.
7. **Overtime Report (October, November)** – D/C Russell reported that overtime has decreased as expected; however he anticipates an increase in December due to illness, weather, and training. He projected ninety percent of the overtime budget will be expended.
8. **Operations Report (October, November)** – D/C Russell reported the call volume slightly increased in October due to a storm event and a structure fire. Year-to-date there is approximately a seven percent increase compared to 2020.

Commissioner and Staff Comments:

Commissioner Milton expressed appreciation to the CARES team for the work they have been doing in the community.

Commissioner Ingalls wished everyone a Happy Holiday!

D/C Russell reported there was a small change in the Holmatro purchase that was approved at the last meeting. Due to supply chain issues there is a part that needed to be purchased separately that will increase the total cost by \$1,297.82. The total cost will now be \$43,597.82. The board had no concerns.

Chief Gillard noted he, D/C Russell and HRM Alkire attended former volunteer Jay Melrose's service earlier in the day. There was a large presence of both fire service and community members. He continued by noting he is preparing for the NFPA community risk assessment. The Santa runs that were managed by B/C Rahl were a huge success and over 1,400 pounds of food was collected and delivered to Fishline.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, January 12, 2021 at 4:00pm**

KCFCA Monthly Meeting will be **Tuesday, January 25, 2021 at 7:00pm-Through Zoom**

Adjourn: The meeting was adjourned by common consent at 5:22pm.

ATTEST:

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