

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**January 26, 2022**  
**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 Uberuaga at 4:00pm.

**Approval of agenda:**

Commissioner David Ellingson moved to approve the 01/26/2022 agenda. Commissioner Chris Quinn seconded. Motion was called with a unanimous vote to approve the 01/26/2022 agenda.

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

**Executive Session:** None.

**Action items:**

1. **Consent Agenda:** All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission Member or by citizen request.
  - a. **January 12, 2022 Regular Meeting Minutes**
  - b. **Vouchers**
  - c. **Department Payroll (January)**

Commissioner Chris Quinn moved to approve the 01/12/2022 consent agenda. Commissioner Jim Ingalls seconded. Motion was called with a unanimous vote to approve the 01/12/2022 consent agenda.

**2. Commissioners Payroll (January)**

Commissioner Quinn moved to approve commissioner payroll for the month of January in the amount of \$2,176.00. Commissioner Jim Ingalls seconded. Motion was called to approve commissioner payroll for the month of January in the amount of \$2,176.00.

**Discussion Items:**

1. **Financial Projections:** Chief Gillard discussed the financial projection tool created to forecast the budget over the next ten years. Chief Gillard proposed moving the "unreserved cash investments" line to a new section named "capital funds"; this would place the unreserved cash projections into specific line items putting more visibility on the financial plans for those funds. All the financial projections will also be displayed on one sheet vice multiple for easier viewing. The board agrees this will be a valuable tool to use when planning annual budgets, levies, and capital bonds. The financial projection tool is still in the development stages and will be discussed further once complete.
2. **Capital Improvement Plan:** Chief Gillard discussed implementing a capital improvement plan that will capture the department's service level, assets, apparatus, emergency response inventory, growth management act, and purchase schedule of capital. Chief Gillard covered a fleet replacement plan to help budget and how the Capital Improvement Plan will feed into the financial projections. This plan is a long-term view that will help forecast more significant, abnormal purchases needed. The board agreed this will be a useful plan to have to assist in the budgeting process.

### Informational Items:

- 1. COVID 19 Status Report:** Chief Gillard reported COVID-19 cases are still high in the county but are not increasing. St. Michaels Hospital's emergency department has normalized, and staffing seems to support emergency room numbers. The staffing at Poulsbo Fire Department has seen no significant issues; however other departments have been short medics and may need to utilize the inter-local agreement for shared staffing.
- 2. Behavioral Health:** Chief Gillard discussed policies that are being developed that specify a protocol for firefighters, EMS, and law enforcement when dealing with behavioral health crises on scene. The intent is to ensure the safety of all personnel when transporting patients. A lobbyist from the City of Poulsbo submitted a request for two hundred thousand dollars for the CARES program to allow more staffing between agencies. A meeting was held earlier in the week, which the City of Poulsbo hosted. Attendance involved local behavioral and mental health providers and responders in discussing the prevention of medical emergencies and crises and discussed community resources and availability
- 3. Staffing/Hiring Update:** Human Resource Manager (HRM) Alkire reported that a conditional offer was made today for the fleet technician position. Waiting to hear if candidate will accept the position.
- 4. Facilities Update:** Chief Gillard stated the Station 72 specifications have been drafted and currently working on the request for bid documentation. The scope of the work in Station 72 has been narrowed down to the upstairs restroom. Still working on the request for qualifications for hiring a construction manager for the new station on Viking. Chief Gillard is working with South Kitsap Fire and Rescue on the design build route.
- 5. Apparatus Update:** Chief Gillard noted the Spartan Engine should be completed by February 7, 2022 and then should be shipped shortly after. The Multi-Use Vehicle is also expected to be shipped in early February.
- 6. Overtime Report:** Deputy Chief Russell reported the department expended 90 percent of the overtime budget for 2021. The department spent an estimated \$36,000 on overtime in December. Training was about \$12,750 which was a large month due to make-up training. About \$7,500 was spent on call back overtime due to inclement weather and about \$3,800 was from COVID related expenses.
- 7. Operations Report:** Deputy Chief Russell reported over 8 percent change to the call volume compared to 2020. Poulsbo Fire Department had about 4500 calls for the year. Over the last two weeks, the department responded to two mutual-aid calls on the same day and assisted Central Kitsap Fire and Rescue with a structural fire. Deputy Chief Russell is looking at ways to track CARES calls from normal calls to ensure the call volume does not get falsely inflated.

Commissioner Jeff Uberuaga administered the Oath of Service to Nichole Sawyers to officially assume the office of Kitsap County Fire District No.18 Board Secretary.

### Commissioner and Staff Comments:

**Administrative Services Manager (ASM) Sawyers:** Notified the board that multi-factor authorization will be enabled for all Poulsbo Fire Department users. ASM Sawyers also asked if there was any preferences on dates for the next Bi-North meeting. ASM Sawyers mentioned the Washington Fire Chief Association (WFCA) annual conference and asked who planned on attending. The dates are October 26-29, 2022.

**Commissioner Milton:** Discussed upcoming legislature that may affect the fire districts and asked if the departments is staying current.

**Commissioner Ellingson:** Stated there are two healthcare committee seats available with the WFCA, they are accepting applicants through next month.

### Public Comment: Public Not Present

### Good of the order:

Next Regular Meeting **Wednesday, February 09, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, February 22, 2022 19:00 via Zoom™**

**Adjourn:** The meeting was adjourned by common consent at 5:30PM

**ATTEST:**

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Nichole L. Sawyers, KCFD #18 Secretary to the Board