

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 09, 2022
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Chris Quinn	Commissioner	Jeff Uberuaga	Commissioner
Jim Gillard	Fire Chief	Lise Alkire	Staff
Nichole Sawyers	Staff	Jim Ingalls	Commissioner (Excused)
Trevor Holmberg	Staff		

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

Approval of agenda:

Commissioner Darryl Milton moved to approve the 02/09/2022 agenda. Commissioner Chris Quinn seconded. Discussion: Commissioner Jeff Uberuaga requested two additions to the agenda; Bi-North Meeting and Maintenance Personnel. Commissioner David Ellingson requested to add Physical Security as a topic. Motion was called with a unanimous vote to approve the 02/09/2022 agenda with the additions.

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 26, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner David Ellingson moved to approve the 02/09/2022 consent agenda. Commissioner Chris Quinn seconded. Motion was called with a unanimous vote to approve the 02/09/2022 consent agenda.

Discussion Items:

1. **Financial Projections:** Chief Gillard discussed the use of a financial projection tool that has been developed to simulate financial assumptions and plan revenue strategies. Since the last meeting, the financial projection tool has been modified to include more information in the capital fund portion. There was discussion on the different simulations and how staffing and the construction of a new fire station will be financially impacted depending on the simulation we choose to move forward with. Commissioners state the tool will be a helpful resource for future planning, and commissioner bonds were discussed as a potential funding option.
2. **Capital Improvement Plan:** Chief Gillard discussed the capital improvement plan created to forecast replacement years of our more significant assets. Chief Gillard asked the commissioners if the plan should reflect flexibility based on funding or if the plan should be static. Commissioners agreed to have a flexible plan to replace some of the financially larger items when we have the funding capacity vs. a specified year.
3. **Bi-North Meeting:** Commissioner Uberuaga noted that he would like to set up a meeting with Pat Pearson, the current chairman for North Kitsap Fire & Rescue. Commissioner Uberuaga requested objectives that should be discussed at the Bi-North meeting. Topics mentioned were building a shared maintenance facility, sharing administrative functions in the future, and the potential to consolidate

operations in some areas. Commissioner Milton stated a consultant was hired years ago, which identified a site for a new station. Chief Gillard has those documents and has been reviewing them for future planning.

Informational Items:

- 1. COVID 19 Status Report:** Chief Gillard reported COVID-19 is tapering off, and numbers have declined. The District is actively preparing mask mandate changes and how the District will be responding. Chief Gillard states COVID-19 overtime reimbursement has been submitted for the last quarter and will be submitting another request soon. Chief Gillard is working with local fire chiefs and the administrative groups to determine when the District will open back up to the public. Chief Gillard stated there had been no update on emergency department wait times, but no complaints or concerns have been brought to his attention over the past two weeks. Chief Gillard states that St Michaels has been very involved in the council meetings and has stayed engaged with the emergency and fire services necessities. Chief Gillard stated the districts leave usage is low and there has been no large concerns within the department.
- 2. Behavioral Health:** Chief Gillard states he went to the city to appeal for direct state funding through the available legislature for \$200,000.00 to augment and expand the Community Assistance Referral and Education Service (CARES) program. The Mayor only had positive feedback about the program. The potential funding support would allow the District to hire additional personnel to support the current staff and provide further qualified assistance to our community. Chief Gillard discussed the 988 implementation and the potential concerns. One concern is that the 988 dispatchers will not have the resources to transfer calls that will need emergent medical service. Another concern is the lack of participation and support within the county for providing metrics and on scene assistance for follow up needs of the community utilizing the 988 call line.
- 3. Staffing/Hiring Update:** Human Resource Manager (HRM) Alkire reported the candidate selected for the fleet mechanic position has passed the background check and is scheduled Friday for the psychologist's portion of the pre-employment process. The candidate is waiting for the pre-employment physical to be scheduled. HRM Alkire stated is hoping for a March 1, 2022 start date.
- 4. Grant Applications:** Chief Gillard discussed the low number of applicants for the Assistance to Firefighters (AFG) grants. It was noted that the District applied for a Staffing for Adequate Fire and Emergency Response (SAFER) grant to assist with hiring new employees to staff the new station that is in the planning stages. The District also applied for an AFG grant for a ladder truck and is currently working on a fire prevention grant to augment fire prevention services. Currently, Lieutenant Harvey is at capacity performing plan reviews and inspections; the District would like to take on more fire marshal work in the future. Chief Gillard also noted that the District would need assistance setting-up programs to assist the local schools with fire prevention programs, which we do not have the capacity for at this time.
- 5. Facilities Update:** Chief Gillard reported Captain Ramey has finished the bid specification and scope review for the Station 72 restroom remodel. Administrative Services Manager (ASM) Sawyers has put together a packet for quotes that Brian Snur reviewed. The intent is to solicit quotes using the Municipal Research and Service Center (MRSC) Roster early next week and have a company chosen for the board review by early March 2022. Chief Gillard has found a construction management company that fits all the new fire station requirements. The District needed to find a management company on MRSC with extensive experience building fire stations and experience using design-build. Chief Gillard stated he has an upcoming meeting with Hill International, who met all specifications needed and managed the North Mason Regional Fire Authority station build project.
- 6. Apparatus Update:** Chief Gillard updated the board that the Spartan engine should be on the showroom floor prepping to ship on 02/18/2022 and should arrive in Western Washington by the end of the month. The manufacturer has not decided if delivery will be to the station or the manufacturer center located in Snohomish. The Multi-Use Vehicle purchased late last year should also arrive in early March. The E-One is still being developed, hoping delivery will happen in early October 2022.
- 7. Audit Review:** Chief Gillard reported that the financial audit was an unmodified clean audit. The board and Chief Gillard commented on a phenomenal job Finance Manager Wendy Luther did. The audit team was very impressed with her organization and her efficiency.

8. **Training Consortium:** Chief Gillard updated the board on the current status of the training consortium. January was the first successful multi-agency drill. The response from all departments is overall positive, just needed to improve communication. The training consortium will now have weekly meetings between the training chiefs and operations to ensure transparency.
9. **Physical Security:** Commissioner Ellingson discussed the current crime issues against fire stations and within the city. Commissioner Ellingson proposed that building officers look at what can be identified and considered potentially high theft items and suggested serialization of those items. Chief Gillard stated the district has current security cameras in place but will initiate an audit of our current security protocol to ensure we remain proactive in preventing theft.
10. **Maintenance Personnel:** Commissioner Uberuaga asked where the District was with hiring assistance for Dan Fuller for facility management. Discussed the potential for sharing personnel between districts. Chief Gillard stated he needed to obtain more specifics on hiring additional facility assistance and would reach out to other districts to look at different options.

Commissioner and Staff Comments:

Commissioner Ellingson: Noted a recently attended technical review meeting had two inspections that should be shared. A safety finding that another fire station has was personnel using respirators without a proper fit test being conducted. Another result was a structure fire that was fully engulfed; personal protective equipment (PPE) was not used correctly or at all, and the OSHA 300 form that lists all accidents from the previous year was not posted. A few other notes were that there was no formal accident prevention plan tailored to normal responses and a lack of a written maintenance and service report. Commissioner Ellingson noted the information would be posted on the Washington State Fire Commissioner site.

ASM Sawyers: Noted there will be a seminar for newly elected/appointed and experienced commissioners, chiefs & secretaries at the Clearwater Resort 04/30/2022. If any board member is interested they need to notify ASM Sawyers to make reservations.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, February 23, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, March 29, 2022 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 5:35PM

ATTEST:

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