

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 23, 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
Wendy Luther	Staff	Jeff Russell	Deputy Fire Chief
Becky Blankenship	Guest		

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

Approval of Agenda:

Commissioner David Ellingson moved to approve the 02/23/2022 agenda. Commissioner Chris Quinn seconded. Motion was called with a unanimous vote to approve the 02/23/2022 agenda.

Public Comment: There was no public comment

Executive Session: At 6:10 pm Chair Uberuaga called for a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee and pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 6:18 pm he closed the executive session and reopened the regular meeting. There was no action taken.

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 Ellingson moved to approve the 02/23/2022 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 02/23/2022 consent agenda.

2. **Commissioner Payroll:**

Commissioner Ellingson moved to approve commissioner payroll for the month of February in the amount of \$1,920.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of February in the amount of \$1,920.00.

3. **Resolution 22-04:**

Commissioner Milton moved to approve Resolution 22-04 Surplus Items. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve Resolution 22-04 Surplus Items.

Discussion Items:

1. **Design Build Presentation:** Becky Blankenship, a representative from Hill International, joined the meeting to educate the board on the design-build process and how the design-build process differs from design bid build. The presentation discussed the differences between purchasing, contracting, and building construction management methodologies. The topics discussed were design-bid-build, general contractor/construction manager (GCCM), design-build, progressive design-build. Chief Gillard wanted to inform the board of the different cost-saving methods used when building future stations. The board

would like to have further conversations on design thoughts and specifications of the proposed future station.

- 1. Financial Projections:** Chief Gillard discussed the financial projection tool in more detail. Chief discussed five separate economic scenarios that would project funding for the next ten years. Projections highlight the timeframe to run for levies and bonds and how those will impact the department's ability to obtain financing and allocation.
- 2. Capital Improvement Plan:** Chief Gillard discussed the capital improvement plan and current fleet replacement and repair plan updates. This capital improvement plan will allow the department to project long-range funding and create a fleet maintenance/replacement schedule. Chief Gillard also shared that the capital replacement plan will identify a replacement schedule for larger purchases, allowing the department to remain operational. Chief Gillard is still working on the funding strategies such as grant applications, mitigation funds, bond, and loan options. Chief Gillard will be reaching out to a financial advisor to discuss different choices moving forward.
- 3. SAB Meeting:** Chief Gillard noted the Strategic Advisory Board (SAB) meeting will be held at the end of April, a date has not been set at this time.

Informational Items:

- 1. COVID 19 Status Report:** Chief Gillard reported COVID-19 is continually decreasing, and numbers have continued to decline. Currently, the station does not require masks due to one hundred percent vaccination compliance. Finance Manager Luther confirmed the covid overtime reimbursement has been submitted and is now in processing in the amount of close to \$200,000.00.
- 2. Behavioral Health:** Chief Gillard stated that a policy is still being created to assist with behavioral health crisis calls between the state, law enforcement, and the fire districts. Chief Gillard reported that the Poulsbo Community Assistance Referral and Education Service program (CARES) is continually doing a great job and has received much positive feedback. Chief Gillard stated there is a current \$200,000.00 in the state budget for the Poulsbo Fire Department to assist in augmenting staffing and help increase the level of services provided by increased staffing.
- 3. Staffing/Hiring Report:** Human Resource Manager (HRM) Alkire updated the board on the current status for staffing. HRM Alkire updated the board that the new hire passed background and psychological testing and is currently scheduled for his physical next week. Poulsbo Fire Department is taking applications for a firefighter/EMT at all levels. The announcement closes on March 4, 2022, and one application has been received. There is a concern with possible staffing shortages due to losing a member of our team and summer approaching. Chief Gillard would like to throw some celebration for the employees who have recently served their probation.
- 4. Facilities Update:** Chief Gillard will be meeting with Rice Fergus for the Station 71 remodel in the next few weeks; the chief will update the board next meeting. Chief Gillard has been exploring security options such as tracking devices, motion-sensing lighting, automatic bay closure attachment, or the addition of gates at our various locations.
- 5. Apparatus Update:** Chief Gillard reported a delay in the shipment of the new Spartan engine. The pump gear case needs to be replaced before shipping, and a location is still up for discussion so the final inspection can be completed. The E-One pre-build is currently on schedule, and the multi-use vehicle ordered should arrive by the end of March.
- 6. Bi-North Meeting:** Administrative Services Manager Sawyers notified the board that the next Bi-North meeting with North Kitsap Fire and Rescue would be March 7, 2022, @ 7 PM. Agenda items are facilities maintenance status/planning, fleet maintenance facility status/planning, and areas of collaboration and assistance. The meeting will be via Zoom.
- 7. Training Consortium:** Chief Gillard stated there was no new information regarding the training consortium other than meetings are held daily with the group and only positive feedback so far.
- 8. 2021 Financial Report:** FM Luther reported revenue collected was 103 percent of budgeted. Expenditures was at 96 percent of budget. The reserve contribution was \$565,650.34.
- 9. Overtime Report:** Deputy Chief Russell reported that January overtime is currently at 6 percent of the budget, higher than expected due to a few events. One event brought in additional staff to offset call volumes due to severe storm events in early January. COVID boosters and employees who contracted COVID-19 also caused an increase in the overtime budget; however, we are still under budget.

10. Operations Report: Deputy Chief Russell went over the activity report. The call volume was higher in January due to the severe weather. In the last two weeks, there was one structure fire, and the department responded to three mutual aid structure fires. Deputy Chief Russell also stated that the department responded to a CPR call; bystanders performed CPR, the department arrived within three minutes, the patient was transported, and the patient is now in recovery thanks to the community's efforts and the department.

Commissioner and Staff Comments:

Commissioner Ellingson: discussed the professionalism that FM Luther has demonstrated and expressed gratefulness to have her a part of the department.

Commissioner Milton: Asked the current status of the boathouse. Chief Gillard responded that he is currently looking at long-term solutions. There has been damage due to river otters and electrical leakage.

Commissioner Milton also shared the unexpected loss of Commissioner West with the board and wanted to highlight what an impact Commissioner West had made. Commissioner Milton also expressed frustration with the legislation and lack of passage for some bills affecting pensions.

Commissioner Ingalls: Asked the chief what the meeting status is in the future. Chief Gillard responded that all regular meetings will be for the board and still via Zoom.

Public Comment: Public Not Present

Good of the order:

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

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

***PDC Annual Report Filing Date is April 15, 2022**

Adjourn: The meeting was adjourned by common consent at 6:19PM

ATTEST:

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