

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

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Chris Quinn	Commissioner	Jeff Uberuaga	Commissioner (Excused)
Jim Ingalls	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief	Lise Alkire	Staff
Wendy Luther	Staff	Nichole Sawyers	Staff
Kevin Vay	Staff		

Call to order: Meeting was called to order by Vice Chair Darryl Milton at 4:00 p.m.

Approval of agenda:

Commissioner Quinn moved to approve the 03/09/2022 agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 03/09/2022 agenda.

Public Comment: There was no public in attendance.

Executive Session: At 5:45pm Commissioner Milton called for a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. At 5:55pm Commissioner Milton extended the executive session for 5-minutes. At 6:05pm 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. **February 23, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 03/09/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 03/09/2022 consent agenda.

Discussion Items:

1. **Financial Projections:** Chief Gillard shared that he contacted Jim Nelsen with D.A. Davidson & CO to discuss public financing options. Chief Gillard explained several options for financing the new station and wanted to gather more information before any decisions were made. Chief Gillard asked the board if inviting Mr. Nelsen to the next regular meeting would be helpful. The board was receptive and would like more information on the different options available between purchasing bonds, commissioner-issued bonds, and researching loan options. Chief Gillard also stated that the financial projections would support additional hiring initiatives, which will be discussed under the staffing section of the agenda.
2. **Capital Fund Transfer:** Chief Gillard stated there are about 6 million dollars in the unreserved carryover fund. Chief Gillard requested from the board to move 4.1 million dollars to the capital fund. The board concurred. Commissioner Milton also asked if the department would be taking advantage of House Bill 5565 approval. Finance Manager (FM) Luther commented that the department would continue financial operations as usual at this time.

Commissioner Milton moved to approve the transfer of 4.1 million dollars from the unreserved fund to the capital fund. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the transfer of 4.1 million dollars from the unreserved fund to the capital fund.

3. **Capital Improvement Plan:** Chief Gillard updated the board on the progress of the Capital Improvement Plan. Chief Gillard stated the final corrections are being made and anticipate a final draft will be available for review by the board before submitting to the Strategic Advisory Board (SAB). Chief Gillard stated the goal is to give the SAB a final draft to allow for feedback and evaluation on the department's plans.

4. **Strategic Advisory Board (SAB):** Administrative Services Manager (ASM) Sawyers contacted Eric Quitslund and confirmed the SAB meeting would be held on April 4, 2022, at 6 p.m. Chief Gillard discussed the primary topic would be the review and approval of the Capital Improvement Plan. Chief Gillard explained how the plan captures where the district is heading in the future, addressing unit utilization, future call volume increases, and potential financing options.
5. **Staffing/Hiring Update:** Human Resource Manager (HRM) Alkire updated the board on the progress of the fleet technician hired in February. The department is currently waiting on the physical results from the Doctors Clinic; the new hire has passed all other criteria and plans on having the newest team member joining us in early April. HRM Alkire commented on the potential of changing providers for the onboarding physical due to the long wait times of getting an appointment and receiving the results. Chief Gillard notified the board that 25 applications were received from the recent job announcement that closed on March 4, 2022. The department interviewed the top ten rated applicants and took the top three highest scores for a final interview. Chief Gillard noted that all three applicants interviewed well and requested board approval to increase the department's Full Time Equivalent (FTE) from 53 to 54, allowing the department to select two applicants instead of one. Deputy Chief Russell stated the current staffing levels are manageable until May. There is a concern with the injuries and shortages of staff, that when spring comes, we could face higher overtime costs. Hiring a second member will allow us to combat the potential of overtime and support the projected call volume that the spring and summer seasons bring.

Commissioner Ellingson moved to hire an additional applicant, increasing the current FTE from 53 to 54. Commissioner Ingalls seconded. Motion was called with a unanimous vote to hire an additional applicant, increasing the current FTE from 53 to 54.

6. **Bi-North Meeting:** Chief Gillard noted that he would discuss the time and location of a Tri-North Meeting at the next chiefs meeting to acquire additional facility maintenance personnel. Chief also shared with the board that at this time, a maintenance facility is not needed for District 18 and that he has some concerns about purchasing a property at Bond and Gunderson. The board would like to have further discussions after the Tri-North Meeting and better understand the timeline of the property utilization plan from North Kitsap Fire and Rescue.

Informational Items:

1. **COVID 19 Status Report:** Chief Gillard reported the mask mandate is removed after March 11, 2022. Discussions will occur at the next chiefs meeting regarding re-opening procedures and how that will affect all stations. Chief Gillard stated he would expect the front office to be open to the public after next week; more information will come soon.
2. **Behavioral Health:** Chief Gillard noted that additional funding for the Poulsbo CARES team is still in the supplemental budget for \$200,000.00. This funding will help the department increase staffing levels for CARES and assist the community support position. The department is transitioning from using Olympic Peninsula Community Clinic to the City of Poulsbo for support. Chief Gillard reported that he is still waiting to hear how the new 988 crisis line being incorporated will affect both the district and law enforcement.
3. **Facilities Update:** ASM Sawyers updated the board on the Station 72 restroom remodel. Sawyers solicited quotes through the MRSC Roster, the return date for quotes is April 1, 2022. Chief Gillard also noted that he met with Rice Fergus the previous week and should have a price estimate available for review in the near future. Chief Gillard reported that Hill Associates submitted a consulting agreement and requested concurrence from the board to sign for the building of the new station.

Commissioner Quinn moved to authorize Chief Gillard to sign a consulting services agreement with Hill Associates. Commissioner Ingalls seconded. Motion was called to authorize Chief Gillard to sign a consulting services agreement with Hill Associates.

4. **Apparatus Update:** Chief Gillard updated the board with the status on the ordered apparatus. The Spartan had an idle reduction issue and is still waiting on shipping date and location. Deputy Chief Russell stated the department is still waiting on final numbers for the E-One being built. Chief Gillard stated that a re-chassis kit has been ordered for a 2023 re-chassis, still unsure of which vehicle this will pertain to for 2023.
5. **Training Consortium:** Deputy Chief Russell noted that this week the crews are conducting fundamentals training with some training at Bremerton Fire Department, North Kitsap Fire and Rescue and Bainbridge Island Fire Department. Overall the consortium seems to be working well. Captain Vay concurred and stated the training has been well received by the crews.

Commissioner and Staff Comments:

Commissioner Ellingson: Informed the board that Kitsap 911 board of directors elected new officers, Commissioner Ellingson was elected as Chair and Mayor Greg Wheeler as Vice Chair. Dusty Wiley was elected Chair of the Kitsap 911 Executive Committee and Commissioner Ellingson as Vice Chair. A new member was also welcomed to the Kitsap 911 Executive Committee, Joe Deets from Bainbridge Island representing small cities.

Captain Vay: Commented on the appreciation for the board regarding the decision to hire an additional FTE.

HRM Alkire: Commended Lt. Sommer, FF Johnson and FF Thompson on their professionalism and dedication over the past week ensuring the hiring process was successful.

ASM Sawyers: Stated the WFCFA is hosting a seminar April 30, 2022 at the Clearwater Resort.

Chief Gillard: Showed appreciation for Captain Gillanders and how his actions demonstrate some of our department personnel's commitment to their community and country. Currently, Captain Gillanders is stationed east of Poland, assisting in the evacuation of Ukraine.

Commissioner Milton: Thanked FM Luther for her hard work as finance manager to the department. Commissioner Milton also commended the department on their commitment and shared gratitude to how the team responded to a medical emergency earlier in the month.

Public Comment: There was not public in attendance

Good of the order:

Next Regular Meeting **Wednesday, March 23, 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 6:06 p.m.

ATTEST:

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