

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**March 23, 2022**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

Jeff Uberuaga	Commissioner	Darryl Milton	Commissioner
David Ellingson	Commissioner	Jim Ingalls	Commissioner
Chris Quinn	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Fire Chief	Nichole Sawyers	Staff
Lise Alkire	Staff	Wendy Luther	Staff
Jim Nelsen	Guest		

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

**Approval of Agenda:**

Commissioner Milton moved to approve the 03/23/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 03/23/2022 agenda.

**Public Comment:** There was no public comment

**Executive Session:** None

**Note:** Chair Uberuaga would like to move discussion item number one to the number on action item.

**Action items:**

1. **Presentation by Jim Nelsen with D.A. Davidson & Co:** A representative from D.A. Davidson & Co, Jim Nelsen, joined the meeting to educate the board on different financing options and strategies available to the district. Mr. Nelsen discussed the differences between public bond sales and bank loan options, comparing rates and payback requirements. As current rates are increasing, the department should look at all options, including payback terms and minimums. Public rated issued bonds are a minimum 10-year term and are not pre-payable vs. a bank-financed loan which has flexibility on payoff and payment options. Mr. Nelsen suggests looking at the next 36 months of financial projections to determine the amount needed for financing and a repayment plan. Mr. Nelsen also stated a bond resolution will need to be issued and include how the funds will be allocated.
2. **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. **March 09, 2022 Regular Meeting Minutes**
  - b. **Vouchers**
  - c. **Department Payroll: (March)**

Commissioner Quinn moved to approve the 03/23/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 03/23/2022 consent agenda.

**3. Commissioner Payroll:**

Commissioner Milton moved to approve commissioner payroll for the month of March in the amount of \$2,816.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of March in the amount of \$2,816.00.

**Discussion Items:**

- 1. Financial Projections:** Chief Gillard discussed the financial projection tool and the different economic scenarios to share with the strategic advisory board. Chief Gillard demonstrated how the funding can affect public support and how the department's budget would reflect the approved financial projection strategy.
- 2. Capital Improvement Plan:** Chief Gillard updated the board on the current draft of the capital improvement plan, which forecasts the long-term goals and projections to include the capital necessities to allow the department to remain functional. Chief Gillard asked the board if the capital improvement plan should be the main topic discussed at the upcoming SAB meeting, in which the board concurred.
- 3. SAB Meeting:** Invitations for the SAB meeting on April 4, 2022, have been sent out. The meeting will be hosted at the Station 71 Headquarters and via Zoom.

#### **Informational Items:**

- 1. Behavioral Health:** Chief Gillard shared with the board that we are moving away from using the Olympic Peninsula Community Clinic (OPCC) for our CARES program to sharing resources with the City of Poulsbo. OPCC cannot sustain the pay rate for the qualifications needed to ensure a sustainable and beneficial program. Chief Gillard also updated the board that a co-responder grant for \$90,000.00 is available, and the department plans to apply. If the department obtains the grant funding, the department and the City of Poulsbo will be working together on enhancing the CARES program by providing more staffing, qualifications, and support.
- 2. Facilities Update:** Chief Gillard stated that Station 72 restroom remodel is waiting on quote responses to be collected by April 1, 2022. Chief Gillard is still waiting on a cost estimate for the Station 71 upstairs remodel and hopes to have updated information by the next meeting. Chief Gillard is working and stated he is also exploring options for other cost-savings measures to include if joining contracts with other departments would be feasible when building a new station. Commissioner Uberuaga asked if the board supported a shared maintenance facility. Commissioner Milton responded that a larger area for maintenance would be beneficial; however, more information is needed before any commitments are made. The topic will be up for discussion at the next Tri-North meeting. Chief Gillard also mentioned that he would like more information from North Kitsap Fire & Rescue to understand their vision better.
- 3. Staffing/Hiring Report:** Human Resource Manager (HRM) Alkire updated the board on the progress of the second fleet maintenance applicant. Mark Bartholomew will be starting on April 4th. The two firefighter positions filled have passed background checks and are scheduled for physicals and psychological evaluations in the next few weeks. HRM Alkire also updated the board on current injuries, stating that one firefighter is on light duty and one is currently off duty due to personal injury. Deputy Chief Russell also noted the department would be moving two firefighters to a dayshift temporality to offset the overtime projected due to upcoming family leave and backfilling the injured personnel..
- 4. Apparatus Update:** Chief Gillard reported the Spartan Engine is in transit and is scheduled to be delivered in Oregon for the final inspection in the next few weeks. The Multiuse Vehicle is also scheduled to arrive at the beginning of April. The cost estimate for the E-One has been completed, and Chief Gillard hopes to have the estimate for board review by the next meeting.
- 5. Training Consortium:** Chief Gillard stated the training consortium hosted training in the back parking lot over the past week, including several departments. Chief Gillard plans on reviewing the financial plan with staffing costs in the next few months for the following year.
- 6. Tri-North Meeting:** The next Tri-North meeting will include the North Kitsap Fire & Rescue, Bainbridge Island Fire Department, and Poulsbo Fire Department. The meeting will be on April 7, 2022, at 7 p.m. via Zoom. The following will be on the agenda:
  - Facilities Maintenance status/planning

- Fleet Maintenance Facility status/planning
- CARES Program
- Areas of collaboration and assistance

- 7. Financial Report:** Finance Manager Luther reported no known issues, and that revenue from taxes has started to come in.
- 8. Overtime Report:** Deputy Chief Russell reported the department spent \$5,000.00 on overtime over the last month, but projects increases in the future with warm weather approaching; however on track with the budget.
- 9. Operations Report:** Deputy Chief Russell went over the Kitsap 911 report, which shows a 30 percent increase from 2021. Expects call volumes to increase over the remainder of the year. Deputy Chief Russell discussed a few significant events over the past few weeks and has had peer support for the staff. Commissioner Uberuaga shared full support and empathy for our crews.

**Commissioner and Staff Comments:**

**Commissioner Milton:** asked the status of the tax exemption and if we are registered as a 503(c). HRM Alkire stated she would follow up.

**Chief Gillard:** wanted the board to know how great the crews are doing in such tragic events and that this department has an amazing workforce.

**ASM Alkire:** complemented the chaplain program and the remarkable job Carpenter does for this organization.

**Public Comment:** Public Not Present

**Good of the order:**

Next Regular Meeting **Wednesday, April 13, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, April 26, 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:**

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