

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 13, 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

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

Approval of Agenda:

Commissioner Milton moved to approve the 04/13/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 04/13/2022 agenda.

Public Comment: There was no public comment

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. **March 23, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 04/13/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 04/13/2022 consent agenda.

2. **Medic-Unit Purchase Agreement:** Chief Gillard discussed the medic-unit purchase agreement. After reviewing the capital improvement plan and feedback from the department's fleet mechanic, Chief Gillard suggests we order a medic unit re-chassis for one of our units now for 2023. Commissioner Uberuaga asked if there were other options for reuse and how the department decided on a re-chassis. Chief Gillard stated a re-chassis of our fleet is determined on the service history, mileage, and damage to the current apparatus.

Commissioner Ingalls moved to authorize Chief Gillard to sign a purchase agreement with Hughes Fire Equipment for the purchase of a Medic-Unit Re-Chassis in the amount of \$202,335.30. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign a purchase agreement with Hughes Fire Equipment for the purchase of a Medic-Unit Re-Chassis in the amount of \$202,335.30.

3. **Engine-One Cost Adjustment:** Initially, when the board approved the purchase of a new E-One engine, the proposed amount was \$535,998.00. After a review of the pre-build specifications, it was determined that the overall cost would be \$40,178.00 more than initially thought. The price adjustment was based on the needed features to ensure the operational value of the new unit and the safety of the crews. Chief Gillard asked the board if they would approve the total purchase for \$576,176.00 plus tax.

Commissioner Quinn moved to authorize the cost adjustment in the amount of \$40,178.00 for the E-One Engine from Cascade Fire & Safety with a total cost of \$576,176.00 plus tax. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize the cost adjustment in the amount of \$40,178.00 for the E-One Engine from Cascade Fire & Safety with a total cost of \$576,176.00 plus tax.

Discussion Items:

1. **Strategic Advisory Board (SAB) Meeting:** *Commissioner Uberuaga thanked the department for their participation at the SAB meeting. Commissioner Uberuaga was impressed with the engagement of the SAB board members and felt it was a productive meeting.*
 - a. Strategic Plan: Chief Gillard felt the strategic plan is essential to highlight accomplishments over the previous year. Chief Gillard also stated how dynamic the staffing has been and that the department must ensure that staffing is based on the future progression, including the administrative staffing. Commissioner Milton commented on the minimum staffing structure and asked how the department planned on mitigating Overtime. Chief Gillard informed the board that staffing is adjusted to reduce Overtime as much as possible while maintaining service level objectives. Commissioner Milton also showed appreciation to the organization and Chief Gillard for their accomplishments over the last few years. Chief Gillard also commended the organization and the department for their constant contribution and dedication.
 - b. Capital Improvement Plan: Chief Gillard addressed a change to the capital improvement plan by increasing the inflation rate from 3 percent to 5 percent to reflect future changes better. Chief Gillard also talked about implementing impact mitigation fees and how they could benefit the District. Chief Gillard will be working with the City to learn more about the implementation process and how that would affect the community. More research is needed, such as rate structure and getting county involvement. Commissioner Ingalls suggested community involvement before imposing impact mitigation fees.
 - c. Financial Projections: Chief Gillard discussed the financial projection tool, including the 5 percent increase from 3. With feedback from the Strategic Advisory Board and the Board of Fire Commissioners, it has been decided to follow the projections of Plan C for future financial planning, which will include running for a fire levy this year. The last fire levy was voted on in 2018. Finance Manager (FM) Luther is preparing an information packet for Jim Nelsen with D.A. Davidson for submission to 35 banks for review and bid. This process will take up to three months before obtaining approval. The board will need to adopt a resolution to approve securing a bond, which is what hopefully will fund the new station depending on the upcoming election results. Commissioner Ingalls asked what the estimated cost of the new station would be. Chief Gillard stated that the total cost to build is about 5 million; this estimate does not include FFE fixtures and equipment such as tables, chairs, desks, etc. Chief Gillard hopes to go out for bid in 2023, depending on the election results for renewing the fire levy. Chief Gillard has spoken to other fire districts, and the average build cost has been 9 million or higher. Commissioner Quinn asked for the timeline for the new station build. Chief Gillard hopes to have the loan secured and the pre-work completed by November 2022. After the election, we should have a better idea of the timeline. Potentially the summer of 2023, the department would break ground with a completion date of summer 2024.
2. **Tri-North Meeting Overview Informational Items:**
 - a. The Tri-North Meeting was held on April 07, 2022; one of the topics was the potential of hiring a second shared Facility Maintenance Technician. There are still a few questions that the commissioners would like to understand. Commissioner Uberuaga wanted to know more about how each department will utilize the second facility maintenance technician. Commissioner Ingalls would like to have a structured way to get metrics in the future for the type of work completed and hours at each location. Commissioner Uberuaga also asked about the implication if one of the other departments decides not to support the position down the road. Chief Gillard stated he would have more conversations with the other departments.
 - b. Commissioner Uberuaga stated that Bainbridge Island Fire Department is not interested in a joint maintenance facility due to logistical and operational reasons. Commissioner Ingalls would like more information if we proceed with a joint fleet facility to include funding, use, and resourcing. Chief Gillard will have more info at the next meeting on how North Kitsap Fire & Rescue plans to facilitate this. Chief Gillard also mentioned getting a quote on a pre-fab structure that could be used on our property at Station 71.

Informational Items:

- 1. Behavioral Health:** Chief Gillard shared with the board that the Community Assistance, Referral, and Education Service (CARES) team will train firefighters at both Bainbridge Island Fire Department and North Kitsap Fire & Rescue to get more involvement with the CARES program. Chief Gillard is working with the City to help formulate a plan for law enforcement and fire service when responding to behavioral or mental health crises. This is an evolving topic, and more information will be provided in the future.
- 2. Facilities Update:** Chief Gillard reported the department is still waiting on a price estimate for the Station 71 upstairs remodel. Chief Gillard is waiting to move forward on the Station 72 restroom remodel until the board has decided on a direction for a second facility maintenance technician.
- 3. Staffing/Hiring Report:** Human Resource Manager (HRM) Alkire updated the board on the department's current injury status. Currently, the department has two injured firefighters; one is at home, and one is working dayshift assisting Lt. Tom Harvey with inspections. HRM Alkire updated the board on the two candidates who received tentative job offers. Alkire stated both candidates had passed background checks. One applicant has passed all required testing and is awaiting a start date. The second candidate is scheduled for physical and psychological evaluations next week. Chief Gillard also stated that there would be a future discussion on the needs of front-office staffing to support short and long-term planning.
- 4. Apparatus Update:** Chief Gillard reported the Spartan Engine has been delivered and is working on getting the title updated. The brush truck that was ordered last year is scheduled to be delivered sometime next week. Commissioner Uberuaga commended the hard work that it has taken to get the new engine in service.
- 5. Training Consortium:** Chief Gillard reported there is no update currently, however prior to signing a future contract there will be more discussions with the board.

Commissioner and Staff Comments:

Commissioner Milton: He asked if there were any plans for a recognition ceremony. Administrative Services Manager Sawyers stated that May 14, 2022, is the tentative date. Commissioner Milton also asked how the crews were doing with the recent calls increases and severity. Chief Gillard shared with the board how the department has a very supportive group, and though there are challenges, the peer support teams have continued to play an intricate role and are very involved with the crews.

Commissioner Ellingson: Shared with the board recent Labor & Industry findings that were reported from the Tacoma Fire Department. Commissioner Ellingson shared issues with process and proper protective equipment utilization. This report will be shared with the Washington Fire Commissioners Association.

Commissioner Ingalls: Asked if the City was planning to have a 3rd of July firework display. Deputy Chief Russell stated the Chamber of Commerce will not be funding this display, so it is unknown if there will an official display at this time. Commissioner Ingalls also asked if the training instructor dedicated to the training consortium has been tracking hours spent with the consortium. Chief Gillard stated the department has been monitoring the time spent both at the department and consortium.

Public Comment: Public Not Present

Good of the order:

Next Regular Meeting **Wednesday, April 27, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, April 26, 2022 19:00 via Zoom™**

WFCA Spring Seminar Series, **Saturday, April 30, 2022 at 08:00**

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

Adjourn: The meeting was adjourned by common consent at 6:03PM

ATTEST:

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