

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 27, 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	Wendy Luther	Staff
Lise Alkire	Staff	Trevor Holmberg	Staff

Call to order: Meeting was called to order by Chair Uberuaga at 4:07pm.

Approval of Agenda:

Commissioner Q moved to approve the 04/27/2022 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 04/27/2022 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. **April 13, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (April)**

Commissioner Quinn moved to approve the 04/27/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 04/27/2022 consent agenda.

2. Commissioner Payroll (April)

Commissioner Quinn moved to approve commissioner payroll for the month of April in the amount of \$3,712.00. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of April in the amount of \$3,712.00.

Discussion Items:

1. **Strategic Advisory Board (SAB) Meeting:** Chief Gillard shared with the board that we are currently awaiting feedback from the board on the two meetings held earlier in the month. Chief Gillard also asked if the board had any additional questions for the board prior to them submitting a final summary.
2. **Facility Staffing:** Chief Gillard updated the board on the current status of hiring a second facility technician. Chief Gillard discussed with Chief Smith of North Kitsap Fire & Rescue and Chief Teran of Bainbridge Island Fire Department on the importance of gathering metrics and ensuring time is tracked accordantly. Chief Gillard has requested from Chief Smith to set up a meeting to have a more detailed discussion and to include Commissioner Uberuaga. Chief Gillard asked the board their thoughts on moving forward with hiring another facility technician and wanted to ensure the board is supportive of an additional hire. Commissioner Ellingson asked why we do not start with tracking Mr. Fuller's time now. The board is supportive of hiring a second facility technician but would like more visibility on where time is being spent currently prior to committing to a decision. Commissioner Ingalls asked if there was a way to determine how much work has been requested currently to better understand what the departments need is vs. going through a contracting company.

- 3. Financial Planning:** Chief Gillard shared with the board on the status of applying for a loan vs, a commissioner bond. Jim Nelsen with D.A Davidson stated it would be most cost effective to apply for a loan vs. Commissioner Bond and went over the prospective time line for the application process. If the fire levy passes, a fire station will be able to be built with the loan that we are requesting. In the event the levy does not pass the department can use the loan to assist in the funding of operations and capital improvements. Chief Gillard asked the board if the department should continue with the loan application discussing both plans of fund utilization. The board agreed to move forward with the application process. Chief Gillard would like to have the board adopt our financial projection tool that looks into the next ten years knowing that this plan is flexible but will be utilized for financial planning.

Commissioner Quinn moved to adopt the ten year projection tool, formally known as "Projection Plan C" as the departments ten year fiscal plan moving forward. Commissioner Ingalls seconded. Motion was called with a unanimous vote adopt the ten year projection tool, formally known as "Projection Plan C" as the departments ten year fiscal plan moving forward.

- 4. Capital Improvement Plan:** Chief Gillard briefly discussed the current capital improvement plan. Now that the ten year fiscal plan has been approved he will need to ensure the capital improvement plan is current and based on a 20 year based plan from 2016 to 2036 but add an additional plan covering capital improvements through 2044. Chief Gillard is hoping the capital improvement plan will help the department be able to go into the direction of collecting impact mitigation fees in the future. Commissioner Uberuaga asked who collects impact mitigation fees. Finance Manager (FM) Wendy Luther stated the city generally collects them and then disperses back to the department. Commissioner Ingalls asked how the impact mitigation fees affect commercial development. Chief Gillard stated there is an algorithm that is calculated based on growth and square footage of new construction. Chief Gillard also asked if the department should share with the local community about the intent of building a new station. The board was receptive with this idea and agreed.
- 5. Believe in Recovery Business Associate Agreement:** Chief Gillard notified the board that this agreement is to support the CARES program by allowing the substance abuse representative provided by the City of Poulsbo to assist with CARES and to share information. However, Chief Gillard is still working with Brian Snur on the language being used and to ensure we meet all legal obligations prior to signing.
- 6. Review Levy Resolution:** Chief Gillard notified the board that the next step for preparation of running a levy renewal is to adopt a resolution that explains the need for the levy renewal. Chief Gillard would like the board to review the resolution and provide comments at the next board meeting.
- 7. Policy #2100 Statutory Leave:** Human Resource Manager Lise Alkire discussed the impact statutory leave has had on the organization and that there is no current adopted policy. ASM Alkire shared with the board Policy 2100 for adoption.

Commissioner Ellingson moved to adopt Policy 2100 Statutory Leave as presented to the board. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt Policy 2100 Statutory Leave as presented to the board.

Informational Items:

- 1. Behavioral Health:** Chief Gillard shared with the board that the new social services representative employed with the City of Poulsbo has joined our team and is doing very well. Chief Gillard stated there are still conversations on getting other departments involved with CARES, knowing there is a common goal but navigating through the different barriers such as information sharing, rules & regulations, staffing and division of duties.

2. **Facilities Update:** Chief Gillard shared the department is still waiting on a cost estimate for the Station 71 remodel. The Station 72 Restroom Remodel is on hold at this time.
3. **Staffing/Hiring Report:** Human Resource Manager (HRM) Alkire updated the board on the department's latest new hires. HRM Alkire stated both candidates are set to start Monday, May 2. The department is excited to have the new candidates onboard. Deputy Chief Russell stated that the probationary period could look different for one applicant since the candidate is in the middle of completing paramedic schooling.
4. **Apparatus Update:** Chief Gillard reported the Spartan Engine has arrived and are working on getting the title and registration completed. The brush truck was just delivered and the department is getting it outfitted with proper equipment. The E-One Engine has been ordered and working on getting a timeline for production.
5. **Training Consortium:** Chief Gillard would like to schedule a time for the training chief working with the training consortium to come to a Board of Fire Commissioners regular meeting to give information on how the consortium is progressing and to allow for questions prior to getting into next years budget. Commissioner Ellingson wants to know if this is saving the department money and if the training is more efficient. Chief Gillard stated this was not created to save money, but to provide a better training program and to allow for all Districts to train in the same way collaboratively.
6. **Financial Report (March):** FM Wendy Luther stated there are no significant changes and that tax collection so far is 3.5 million dollars.
7. **Overtime Report (March):** Deputy Chief Russell updated the board on the current overtime numbers. There has been a steady increase in March and a large increase in April due to shortages in staff and increased call volume. Commissioner Uberuaga asked how our injured employee is doing. Firefighter Holmberg stated the employee is recovery well.
8. **Operations Report (March):** Deputy Chief Russell shared with the board that the department has and a 30 percent increase compared to last year and is seeing the same thing for the month of April. Also stated that there has been a higher number of calls in assisted living facilities. Deputy Chief Russell also commended Captain Ramey and the job he has done in the Marine Program.

Commissioner and Staff Comments:

Commissioner Ellingson: Dave Fergus has announced his retirement and June 1st will no longer be a part of Rice Fergus. The WFCA meeting attended stated health insurance is running at 92%. There is also changes with who will be on the Kitsap 911 board.

Commissioner Uberuaga: Had a meeting with Chief Smith and Commissioner Pearson in regards to a joint maintenance facility. Commissioner Uberuaga does not know if the department should move forward with the purchase but would like feedback.

Chief Gillard: Stated that Deputy Chief Russell is working on the Standard of Cover for the next meeting. Administrative Services Manager Sawyers is currently working on the 2020 and 2021 Annual Reports and that he has also spoken to Thurston County in regards to radio systems and the pros and cons when they updated their system.

Public Comment: Public Not Present

Good of the order:

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

Adjourn: The meeting was adjourned by common consent at 5:57PM

ATTEST:

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