

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 11, 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	Kevin Vay	Staff
Nichole Sawyers	Staff		

Call to order: Meeting was called to order by Chair Uberuaga at 4:01pm.

Approval of Agenda:

Chief Gillard requested number eight in the discussion item be removed.

Commissioner Quinn moved to approve the adjusted 05/11/2022 agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the adjusted 05/11/2022 agenda.

Public Comment: There was no public comment

Executive Session: At 5:18pm Commissioner Uberuaga called for a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:33pm Commissioner Uberuaga 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. **April 27, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 05/11/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 05/11/2022 consent agenda.

Discussion Items:

1. **Strategic Advisory Board (SAB) Meeting:** Chief Gillard shared with the board that the department received positive feedback from the SAB meeting. Chief Gillard shared that the SAB would like to ensure the tax revenue earned continues to serve the community members today, not just for future investments of the department. Chief Gillard assured that having a long-term plan ensures generational equitability for the community. Creating the capital improvement plan addresses the capital improvements necessary to support operations that allow the department to meet service levels. Overall the SAB was very supportive of the department's direction. The board recommends responding to the SAB to clarify the intentions of the actions purposed and ensure any concerns are addressed.
2. **Facility Staffing:** Chief Gillard currently does not have an update on the progression of hiring a second facility technician. Chief Gillard will meet with the other fire chiefs soon to discuss further. Commissioner Milton inquired about the Station 72 Restroom Remodel project and wants to ensure the crews are not adversely affected by this project being on hold. The board suggests the department move forward with the remodel using the MRSC roster process.

3. **Limited Tax General Obligation Bond-Draft:** Finance Manager (FM) Luther detailed the timeline that D.A. Davidson established. **On May 12, 2022**, the Request for Proposal (RFP) will be sent to several financial institutes for competitive funding options. Two resolutions will need approval in the upcoming month. The board suggested Commissioner Quinn work with FM Luther during this application process. Chief Gillard hopes the board will adopt both resolutions next meeting, which will allow the department to utilize the funds and refund if needed. Commissioner Ingalls asked if we could determine when the interest rate would be locked in this process.
4. **Capital Improvement Plan:** Chief Gillard briefly discussed the current capital improvement plan and the financial strategies section. Chief Gillard hopes to finalize the plan soon and present it to the board for adoption.
5. **Review Levy Resolution:** Chief Gillard notified the board that the next step in the preparation of running a levy renewal is to adopt a resolution that explains the need for the levy renewal. Chief Gillard is preparing a draft resolution and waiting to receive feedback from outside counsel before submitting it to the board. Chief Gillard also stated that many other local fire departments would also participate in the next general election.

Informational Items:

1. **Behavioral Health:** Chief Gillard stated the Community Assistance Referral and Education Service (CARES) team is doing well. Chief Gillard says additional funding is available and is working with the City of Pousbo. Chief Gillard hopes to use any additional funds to allow increased staffing and training for the CARES team. The department only has one firefighter/EMT designated to CARES, which does not allow for coverage in the event of an absence.
2. **Facilities Update:** Chief Gillard updated the board with information regarding the Station 71 upstairs remodel. Chief Gillard requested that Rice Fergus adjust the original estimate to fit the department's needs better. Rice Fergus returned with a revised estimate of \$585,000. The initial assessment was approximately \$724,000. Chief Gillard has additional questions regarding the architectural services and will have more information for the board in the next few meetings.
3. **Staffing/Hiring Report:** Human Resource Manager (HRM) Alkire commented that both new firefighters are on board and have started training. Chief Gillard stated that promotional exams had just finished and complimented Battalion Chief Shane Anderson his performance coordinating the exams. The promotional exam evaluators were very complimentary about how well the candidates did. Chief Russell also agreed on how impressive the candidate evaluations went. Chief Gillard also stated that the department would be focusing more on recruitment and training efforts to obtain qualified paramedics.
4. **Apparatus Update:** Chief Gillard reported that the Spartan Engine is currently waiting on licensing; the department is trying to work through the revenue requirements with the state. The multi-use vehicle (brush truck) is getting outfitted with the proper equipment before service. There was a collision with a medic unit over the weekend; though there were no injuries, there was damage to the medic unit, which an external company will need to repair. The medic unit will be out of service for at least the next few months—compliments to the Battalion Chief on duty for following all appropriate policies and procedures.
5. **Training Consortium:** Chief Gillard has requested from the training consortium the staffing needs for 2023 and metrics for what the training consortium has accomplished. Chief Gillard will provide more information in the future.
6. **Standard of Cover Report:** Deputy Chief Russell went over the Standard of Cover Report. This report highlights the service level responses, including call volume, response times, and department goals for the following year. Deputy Chief Russell made a minor adjustment to page twelve of the report.

Commissioner Ellingson moved to adopt the Standard of Cover Report for 2021. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt the Standard of Cover Report for 2021.

- 7. Handle with Care Policy:** Chief Gillard discussed the Handle with Care policy. This policy established guidelines for reporting a traumatic encounter where a child is present to the appropriate school staff and to ensure a consistent notification procedure between the Poulsbo Fire Department Agency and local schools.

Commissioner Quinn moved to adopt the Handle with Care Policy. Commissioner Ingalls seconded. Motion was called with a unanimous vote to adopt the Handle with Care Policy.

Commissioner and Staff Comments:

Commissioner Milton: The meeting date for the Kitsap County Fire Commissioners meeting as listed on the agenda is incorrect. The next meeting should be May 24, 2022.

Commissioner Ellingson: The next Kitsap 911 executive board meeting will be on the 7th of June.

Captain Kevin Vay: Commented on the great job firefighter Navarro has been doing with job training the new personnel.

Administrative Services Manager: The recognition and push-in ceremony will be Saturday, May 14, 2022, at 3:00 pm; the ceremony recognizes the last two years of promotions and personnel completing probation.

Public Comment: Public not present

Good of the order:

Next Regular Meeting **Wednesday, May 25, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, May 24, 2022 19:00 via Zoom™**

Adjourn: The meeting was adjourned by common consent at 5:34PM

ATTEST:

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