

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 25, 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	Nichole Sawyers	Staff
Alex Hickey	Visitor	Phyllis Meyers	Visitor

Call to order: Meeting was called to order by Chair Uberuaga at 4:02 pm.

Approval of Agenda:

Commissioner Milton moved to approve the 05/25/2022 agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 05/25/2022 agenda.

Public Comment: Phyllis Meyers of Poulsbo provided public comment on a burning concern at an adjacent property requesting the burning to stop due to potential health concerns. Chief Gillard and Deputy Chief Russell will be following up with Mrs. Meyers in the upcoming days and have sent a battalion chief to investigate.

Executive Session: At 4:08 pm, Commissioner Milton requested a five-minute executive session pursuant to RCW 42.30.110(l)(i) to discuss the legal risk of a proposed action; however, the RCW referenced was in error and is instead pursuant to RCW 42.30.110(l)(f) to evaluate a complaint brought against an employee. At 5:17pm Chair Uberuaga called for a five-minute executive session; at 5:22pm he closed the executive session and re-opened the regular public meeting. No action was 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. **May 11, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (May)**

Commissioner Quinn moved to approve the 05/25/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 05/25/2022 consent agenda.

2. Commissioner Payroll (May):

Commissioner Quinn moved to approve commissioner payroll for the month of May in the amount of \$2,176.00. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of May in the amount of \$2,176.00.

Action items (Continued):

1. **22-05 Levy Resolution:** Chef Gillard adjusted some of the language in the draft resolution 22-05 and asked to have this be adopted.

Commissioner Quinn moved to adopt resolution 22-05 Levy Resolution, as presented, allowing the fire chief and legal counsel to adjust any ballot language to meet the requirements of the Kitsap County Auditor. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt resolution 22-05 Levy Resolution, as presented, allowing the fire chief and legal counsel to adjust any ballot language to meet the requirements of the Kitsap County Auditor.

2. **22-06 Limited Tax General Obligation Bond & 22-07 Bond Reimbursement Intent:** Chief Gillard stated he would need to postpone action until the timeline provided by D.A. Davidson has been met. Finance Manager Wendy Luther provided the board with an updated timeline; it is anticipated that action will be taken at the June 22nd regular board meeting.

Discussion Items:

1. **Strategic Advisory Board (SAB) Meeting:** Chief Gillard shared with the board the recommendations of the SAB. After meeting with the SAB Chairman, Eric Quitslund, the chief feels supported moving forward with the department's capital improvement plan. Chief Gillard wants to ensure the public is aware that the operational funds do not fund generally large projects and that maintaining service levels is the primary focus. Due to the effects of the pandemic and economic difficulties, the SAB fully supports using some funds from the Fire Levy to fund necessary capital improvements as identified in both the strategic plan and capital improvement plan.
2. **Facility Staffing:** Chief Gillard currently has not had the opportunity to further discuss a second facility maintenance technician with Bainbridge Island Fire Department (BIFD) and North Kitsap Fire & Rescue (NKFR). Chief Gillard anticipates conducting a meeting in the near future. Commissioner Milton stated that NKFR had announced the next fire chief as of January 1, 2023. Chief Gillard also is moving forward with the Station 72 restroom remodel and is still reviewing documents pertaining to the Station 71 upstairs remodel.

Informational Items:

1. **Behavioral Health:** Chief Gillard is currently at the Washington Fire Chiefs conference and discussed the support the state has for the Community Assistance Referral and Education Service (CARES) team. Chief Gillard stated that the City of Poulsbo has received a \$90,000.00 grant to support staffing and training for the CARES team. Commissioner Ingalls asked if the funds go to the department directly. Chief Gillard responded that the City of Poulsbo receives all the grant funds and will disseminate them once a plan has been established. Chief Gillard is currently attending the Washington Fire Chiefs conference and highlighted the importance of the department's peer support team. Commissioner Milton stated that suicide in the fire service has risen. Central Kitsap Fire & Rescue and North Mason Fire will be drafting a presentation addressing suicide and PTSD in the fire service. Chief Gillard stated it is encouraging to see other departments investing in their personnel and protecting their mental health. Currently, suicides in the fire service are five times higher than the general public.
2. **Facilities Update:** Chief Gillard touched on this earlier. The plan is to move forward with the station 72 remodel. Commissioner Milton asked that the department keep in mind the addition of a storage facility to Station 71.
3. **Staffing/Hiring Report:** Chief Gillard is working on position descriptions with Human Resource Manager (HRM) Alkire. HRM Alkire commented that the new employees would be going to their assigned shifts next week. Only positive feedback has been shared.
4. **Apparatus Update:** Chief Gillard reported the new Spartan engine has been officially licensed and has been in service since Monday. The title to the replaced engine has been sent back to Spartan. Chief Gillard did ask Spartan what the issue was with the old engine but has not received a response.

The new brush truck has also been licensed and is in service. Chief Gillard updated the board on the damaged medic unit from a recent collision. The medic unit will be out of service for an unspecified time, but service levels should not be affected. Commissioner Milton asked if all costs were covered by insurance. HRM Alkire stated the other party involved had assumed liability. HRM Alkire commended Enduris for the quick turnaround. Commissioner Ellingson asked if the department gets reimbursed for loss of use. HRM Alkire will verify.

5. **Training Consortium:** Chief Gillard has requested a 2022/2023 training delivery plan and staffing plan model be submitted to the board for review. There has been positive feedback on the delivery of the training. Chief Gillard hopes to have Nate Post attend a July board meeting to discuss the training consortium. It was noted that training that is conducted through the Kitsap County Operations Response Team is not included in the training consortium at this time.
6. **Financial Report:** Finance Manager Wendy Luther updated the board on the current financial status. Currently the department is at 48% of the approved budget.
7. **Overtime Report:** Deputy Chief Russell updated the board on department overtime. In April, over \$51,000 was expended. The high cost is due to supplementing personnel to cover out-of-work employees, resignations, and paramedic training.
8. **Operations Report:** Deputy Chief Russell discussed the activity report for April. The department responded to 317 calls; this is an increase of seven calls compared to April 2021. The department provided mutual aid on 31 occasions and received mutual aid on 28. Calls related to Viking Fest were minimal.

Commissioner and Staff Comments:

Commissioner Milton: Concerned about the effect vaccinations may have during wildland season due to recently announced requirements. Commissioner Milton also asked that Chief Gillard present concerns to the Washington State Fire Chiefs regarding legislation affecting the volunteer retirement program.

Commissioner Ellingson: The Fire Training Academy started construction in King Co; they currently have permitting completed and have laid the foundation for a three-story burn building. Kitsap 911 funding has many concerns that sales tax received may migrate into the operational budget. Kitsap 911 has created two separate accounts to facilitate operations and the radio/microwave project. Kitsap 911 will ensure the transparency of the project and ensure concerns are mitigated. It was stated that King County is replacing over 18 thousand radios which may cause supply issues.

Commissioner Ingalls: Will not be attending next meeting.

Human Resource Manager Alkire: Will be out of the office in parts of June.

Administrative Services Manager Sawyers: Commented that photos of the board will be taken at the June 22nd board meeting.

Chief Gillard: Commended Sawyers for the work done on the push-in ceremony. Chief Gillard announced that both NKFR and CKFR had announced their new chiefs. Chief Gillard praised Battalion Chief Anderson for his work regarding the promotional process. Chief Gillard also expressed gratitude for the department personnel taking the test as they were devoted, and all passed all sections. Chief Gillard also commented on House Bill 1668 and how this can negatively impact the community and insurance billing.

Commissioner Milton: Requested a COVID-19 status. Chief Gillard shared that the numbers are increasing in Kitsap County and that the number of positives is being underreported due to in-home testing. The number of hospitalizations has decreased however hospitals are having issues with staffing. A nurse picket is scheduled for tomorrow at St. Michaels, which may affect emergency department wait times.

Public Comment: Phyllis Meyers of Poulsbo provided public comment, waiting to hear of resolution from burn complaint.

Good of the order:

Next Regular Meeting **Wednesday, June 08, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, Tuesday, June 28, 2022 19:00 via Zoom™

Adjourn: The meeting was adjourned by common consent at 5:23PM

ATTEST:

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