

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**June 08, 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
Phyllis Meyers	Guest		

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

**Approval of Agenda: requested to change the order of agenda items facility to number one.**

Commissioner Ellingson moved to approve the 06/08/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 06/08/2022 agenda.

**Public Comment:** Phyllis Meyers of Poulsbo provided public comment on a burning concern at an adjacent property and issued comment on lack of trust she currently has for the department. Chief Gillard requested a meeting with Mrs. Meyers to discuss the situation.

**Executive Session:** At 4:07, Chief Gillard requested a fifteen-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:20pm Chair Uberuaga called for a ten-minute executive session; at 5:30pm 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 25, 2022 Regular Meeting Minutes**
  - b. **Vouchers**

Commissioner Quinn moved to approve the 06/08/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 06/08/2022 consent agenda.

**Discussion Items:**

1. **Facility Staffing:** Chief Gillard met with Fire Chief Teran of Bainbridge Island Fire Department (BIFD) and Fire Chief Smith of South Kitsap Fire & Rescue to discuss the need for a short-term construction management consultant. Hiring a second facility maintenance technician is still being discussed but would be at least a six-month process. BIFD needs the same support with projects as Poulsbo Fire Department. Chief Gillard would see cost savings if we considered joining BIFD to use a temporary construction consultant/manager for the few projects the department has coming up. Commissioner Ellingson asked if this would be a long-term possibility in the future. Chief Gillard stated that this could be an option in the future. Commissioner Ingalls suggested looking into a 12-month contract if we decide to hire a construction consultant/manager to ensure projects started are completed. Commissioner Ingalls asked to ensure we are tracking the time we use the current facility maintenance technician.

2. **22-06 Limited Tax General Obligation Bond:** Finance Manager (FM) Luther shared with the board that we have until the 15th of June to provide any comments on the draft bond resolution. The bank bids have been received and reviewed. FM Luther stated Key Bank was selected as the lender with the lowest fixed rate of 3.311%. The distribution of \$4,250,000.00 should be received on July 7, 2022. The first payment of \$56,155.00 will be sent by December 31, 2022 with an annual payment for 2023 of approximately \$304,000.00.
3. **2-07 Bond Reimbursement Intent:** FM Luther stated that the department would not need this resolution.

**Informational Items:**

1. **Behavioral Health:** Salish Mental Health was awarded \$90,000.00 to support a social worker that will assist Poulsbo Fire CARES (Community Assistance Referral and Education Service) program. Funding allocation is still being decided. Chief Gillard recently met with North Kitsap Fire & Rescue and Bainbridge Island Fire Department to discuss CARES team integration. The other departments are experiencing some staffing difficulties at this time and cannot commit personnel to the CARES team. Chief Gillard stated that the other departments are still interested in CARES training. Poulsbo Fire Department will concentrate on training more personnel in house to allow for coverage in the CARES program. Chief Gillard also mentioned legislative updates that will affect law enforcement behavioral response and investigations.
2. **Facilities Update:** Captain Ramey presented a short presentation on getting a Station 72 apron repaired. Received a preliminary quote for an estimated \$51,000.00, requesting the board consider \$60,000.00 be devoted to this project.

Commissioner Ellingson moved to authorize Chief Gillard to sign a contract with a vendor selected from the Small Works Roster to perform the work necessary to update Station 72's apron up to \$60,000 including tax. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign a contract with a vendor selected from the Small Works Roster to perform the work necessary to update Station 72's apron up to \$60,000 including tax

Chief Gillard spoke to Rice Fergus regarding the high cost estimate for architectural and engineering work including construction management fees. Chief Gillard wants to ensure that we are getting competitive rates. Chief Gillard provided update on the planning of the new fire station. Letters were sent out to neighboring residences near the future fire station location. Chief Gillard will soon conduct a safety stand down specific to fire service behavioral health.

3. **Staffing/Hiring Report:** Human Resource Manager Alkire reported staffing and hiring for the fire service has been difficult across the county.
4. **Apparatus Update:** Chief Gillard reported the new Spartan Engine has been officially licensed and in service. The brush truck should be in service by July 1, 2022. Chief Gillard shared that the Medic Unit involved in the collision a few weeks back is expected to be back in service at the end of the month. The E-One unit being built is currently on schedule.
5. **Training Consortium:** Chief Gillard has requested that a 2023 training delivery and staffing plan model be submitted to the board for review. This should be completed by the end of this month. Commissioner Ingalls asked if we could get data on the consortium over that last year.
6. **COVID:** Chief Gillard stated that there was a few diverts over the last month. COVID cases have increased but additional staffing has not been needed.
7. **Outdoor Burning:** Chief Gillard stated he found some areas of improvement regarding outdoor burning. The department will better define the difference between land clearing and regular outdoor

burning so the public is more aware when submitting a burn permit. Updates have been done on our website, and working on updating the community connect system.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** Kitsap 911 board met recently, and the 2023 user fees have been updated. Kitsap 911 board approved a notice of award yesterday and will start contract negotiations for microwave replacement.

**Chief Gillard:** Construction is being done at the intersection of HWY 305 and Noll Rd. Notified the county that emergency access must be available if they plan on shutting down that area.

**Public Comment: None**

**Good of the order:**

Next Regular Meeting **Wednesday, June 22, 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 5:31PM

**ATTEST:**

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