

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 22, 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
Scott McJannet	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 06/22/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 06/22/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:01, Chief Gillard requested a ten-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:17 pm Chair Uberuaga called for a ten-minute executive session; at 5:27pm 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. **June 08, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (June)**

Commissioner Quinn moved to approve the 06/22/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 06/22/2022 consent agenda.

2. Commissioner Payroll (June)

Commissioner Quinn moved to approve commissioner payroll for the month of June in the amount of \$2,048.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of June in the amount of \$2,048.00.

3. **22-06 Limited Tax General Obligation Bond:** Finance Manager Luther asked for any final feedback on the limited tax general obligation bond prior to signing. The board asked if the District could pay off the bond early. FM Luther stated there is no prepayment penalty and that the interest rate does reset after nine years but the District intends to payoff sooner.

Commissioner Quinn moved to adopt resolution 22-06 Limited Tax General Obligation Bond 2022 as presented. Commissioner Ingalls seconded. Motion was called with a unanimous vote to adopt resolution 22-06 Limited Tax General Obligation Bond 2022 as presented.

Discussion Items:

1. **Facility Staffing:** Chief Gillard recently met with Bainbridge Island Fire Department (BIFD) who recently had a construction management applicant withdraw from the application process. Currently Chief Gillard is working with BIFD to look at options regarding a temporary hire of construction manager or other options.
2. **CARES Staffing:** Chief Gillard is still working with the City in regards to receiving funding to assist with the CARES program. Chief Gillard is working on a staffing structure that will work for the CARES team without jeopardizing minimum staffing, other departments are also struggling with staffing at this time. Chief Gillard did comment on how the District will still move forward with training our employees to allow for coverage.
3. **Fire Levy Resolution:** Though the resolution has been approved, Chief Gillard wanted to validate if the board would like to add additional language regarding CPI inflation. The board stated the resolution should be kept as is.

Informational Items:

1. **Behavioral Health:** Chief Gillard commented on the new #988 suicide prevention hotline that will be rolling out mid-July. Chief Gillard is still unsure how this will affect the 911 system. Chief Gillard also stated there will be a stand down, specific to fire service mental/behavioral health planned for September which will include all fire districts in the County.
2. **Facilities Update:** Administrative Services Manager Sawyers, updated the board on the progression of the Station 72 apron project. Chief Gillard is still reviewing documentation on the Station 71 restroom remodel. Chief Gillard also received responses from the neighboring residents to the future fire station. A majority of the feedback would like to just be notified on the progression of the project with the primary concern being noise from the sirens. Chief Gillard will be discussing options with the City for the installation of a traffic light to allow for less siren usage.
3. **Staffing/Hiring Report:** Human Resource Manager Alkire stated there are currently no updated on hiring at this time. There are two volunteer applications for the Chaplin program that will be reviewed over the next few weeks.
4. **Apparatus Update:** Deputy Chief Russell noted that the medic unit involved in the collision a few weeks back will be put back in service in the next week. The new brush truck is still getting tuned and hope to have it in service soon. The title for the brush truck has been received.
5. **Training Consortium:** Chief Gillard shared the Training Consortium will be providing the fire chiefs the anticipated 2023 staffing and budget plan later in the week.
6. **COVID:** County rates are not significant but St. Michaels Medical Center is continuing to have staffing issues. Chief Gillard stated the nursing labor union has proposed a strike which may impact emergency services.
7. **Outdoor Burning:** Chief Gillard reported the District has been working on updating policies and procedures to better define the Districts responsibilities vs other agencies and ensuring there is clear subjective criteria when declaring a burning nuisance. Deputy Chief Russell commented that we have been able to take a positive turn and have updated our procedures to provide the public with more information on land clearing and contact information for Puget Sound Clean Air agency.

8. **Financial Report:** Finance Manager Luther reported on the May month-to-date financial report. FM Luther stated fuel has a higher monthly cost due to county fuel prices. FM Luther also stated the 2023 budget preparation will be starting in the next few months.
9. **Overtime Report:** Deputy Chief Russell reported overtime charges were at \$46,000.00 last month due to reduced staffing and increased training. The report for May shows the District us at twenty six percent of the budget. Deputy Chief Russell did state due to COVID leave, short staffing, and family and medical leave, there will be a large increase in overtime expended in the month of June. The new employees hired will be added to the staffing model once trained which will help offset some staffing shortages.
10. **Operations Report:** Deputy Chief Russell updated the board with that the month of May the District responded to 314 which was a decrease from 2021. The District provided mutual aid 29 times and received mutual aid 25 times in the month of May.

Commissioner and Staff Comments:

Commissioner Ellingson: Requested ASM Sawyers to obtain headcount from board for the July picnic. Stated that Central Kitsap Fire & Rescue will be have a transfer of command ceremony June 28th

Commissioner Milton: asked the status on the closure of Noll Rd. Chief Gillard ensured that it was clear the Fire Department is not closing Noll Rd, just wants to ensure in the event they decided to close Noll Rd for construction that emergency access will be available. Commented how well the District has done with the hiring process and ensuring we are hiring the right people for the job.

Administrative Services Manager Sawyers: Would like to have an oath of office ceremony for the few probationary employees who were unable to attend the recognition ceremony held in May. Requested the ceremony to be conducted July 27, 2022.

Deputy Fire Chief Russell: Stated the Districts volunteers took part in the Bash on the bay over the weekend.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, July, 13 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 5:30PM

ATTEST:

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