

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 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
Nichole Sawyers	Staff		

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 Quinn moved to approve the 07/27/2022 agenda with the cancelation of an executive session. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 07/27/2022 agenda with the cancelation of an executive session.

Public Comment: No public in attendance

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. **July 13, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (July)**

Commissioner Quinn moved to approve the 07/27/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 07/27/2022 consent agenda.

2. Commissioner Payroll (June)

Commissioner Quinn moved to approve commissioner payroll for the month of July in the amount of \$1,920.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of July in the amount of \$1,920.00.

Discussion Items:

1. **Front Office Staffing:** Chief Gillard updated the board on the change from a single finance manager to having a finance director and financial specialist. Chief Gillard summarized the memorandum of understanding (MOU) regarding the position of leaving the bargaining unit with the board. Commissioner Ingalls was concerned with the intent of the last paragraph; addressing a 90-day commitment to filling a vacancy may not be plausible, and he does not want to see the District bound to only 90 days for hiring. Chief Gillard would change the last paragraph to ensure his concerns are addressed.

Commissioner Quinn moved to authorize Chief Gillard to sign the Finance Position Restructuring Memorandum of Understanding on behalf of the District with changes to the last paragraph as discussed. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign

the Finance Position Restructuring Memorandum of Understanding on behalf of the District with changes to the last paragraph as discussed.

- 2. CARES Staffing:** Chief Gillard has received funding from the City of Poulsbo to add a second full-time employee to the CARES team. Currently, the department cannot staff the CARES team with any of our current staff on a full-time basis. Chief Gillard discussed a draft MOU outlining the temporary hire of an EMT or Firefighter to be assigned to the CARES team. Chief Gillard stated the goal would be to keep this employee onboard for six months and then re-evaluate funding and staffing options for the sustainability of the CARES program. On 7/28/2022, there will be training discussing the CARES team objectives and goals and preparing an employee to become a CARES team member. This training has employees from different agencies.

Commissioner Quinn moved to authorize Chief Gillard to sign the temporary staff assignment to the CARES team memorandum of understanding on behalf of the District. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the temporary staff assignment to the CARES team memorandum of understanding on behalf of the District.

- 3. Facility Maintenance Staffing:** Chief Gillard is still looking at all options for a facility maintenance technician to support facility needs. Commissioner Milton asked about the progress of getting a service agreement for general landscaping maintenance. Chief Gillard stated the department is working on obtaining quotes to ensure a request is added to the 2023 budget.
- 4. Specialty Assignment:** Chief Gillard discussed specialty assignment pay. Currently, the employees assigned to these positions find it difficult to maintain all firefighting qualifications while fulfilling the duties required of the specialty positions. Chief Gillard discussed a draft memorandum of understanding to allow those employees assigned to specialty positions to have the option to be moved to a limited emergency response status. These employees would still be able to respond to emergencies but no longer receive specialty pay while in that status. The current positions affected by this MOU are the CARES firefighter, fire inspector/fire marshal, training officer, and medical officer. Commissioner Milton asked about the differences between the Kitsap County Fire Marshal and the department's deputy fire marshal. Chief Gillard explained that the deputy fire marshal assigned to our department completes inspections and provides education to the community. The Kitsap County Fire Marshal is responsible for enforcement. Currently, the City of Poulsbo does not have a fire marshal designated.

Commissioner Quinn moved to authorize Chief Gillard to sign the Specialty Assignments memorandum of understanding on behalf of the District. Commissioner Milton seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the Specialty Assignments memorandum of understanding on behalf of the District.

- 5. Fire Levy-** Chief Gillard has submitted the department's explanatory statement to our attorney for review. Chief Gillard is working on the department's press release, coordinating with North Kitsap Fire & Rescue. Last Wednesday, the department solicited for citizens to join a yes/no committee to prepare statements for the November ballot pamphlet. There were no responses for the "no" committee. Commissioner Milton asked the department to be very clear on the messaging for requesting a levy renewal to ensure our spending plans and intentions are communicated to the public.

Commissioner Milton moved to appoint a "yes" committee to prepare statements for the voter's pamphlet on the November 2022 ballot, members identified as Eric Quitslund, Bill Whiteley and Commissioner Chris Quinn. Commissioner Milton seconded. Commissioner Milton moved to appoint a "yes" committee to prepare statements for the voter's pamphlet on the November 2022 ballot, members identified as Eric Quitslund, Bill Whiteley and Commissioner Chris Quinn.

Informational Items:

1. **Behavioral Health:** Chief Gillard stated that the City of Poulsbo is hiring a second social worker to assist with the CARES program.
2. **Facilities Update:** Administrative Services Manager Sawyers stated the Station 72 Apron Remodel project, RFQ has been sent out using the MRSC Roster. The board will be reviewing quotes at the next board meeting. Chief Gillard stated the department is writing specifications for the Station 71 Upstairs Remodel.
3. **Staffing/Hiring Report:** Deputy Chief Russell stated the department is still seeing a large amount of sick leave usage in the department due to COVID concerns. There are three employees out on long-term leave with no immediate update. After two years of training, Deputy Chief Russell recognized Samantha Thomas for successfully becoming a paramedic. FF Rasmus is now a part of minimum staffing, and it's expected that FF Ingalls will be soon as well.
4. **Apparatus Update:** Deputy Chief Russell reported the brush truck is close to being in service, and training is being conducted. Chief Gillard reported that the E-One engine that was to be delivered in October is now delayed to the 1st quarter of 2023 due to supply chain issues.
5. **Training Consortium:** Chief Gillard received the budget update for 2023 from the training consortium. No staffing increase is requested, and the amount will be decreased from 2022. Chief Gillard worked with the other fire chiefs to formalize the goals and deliverables of the consortium to define better what the department is getting from the program. One of the goals for 2023 is to develop a fire academy.
6. **COVID:** Chief Gillard stated there is a rise in COVID cases. Chief Gillard also reported that the St. Michael Medical Center (SMMC) emergency department wait times had reached a critical level. Over the last few weeks, the department has been put on divert, with the average wait times being 2-3 hours. This is affecting all departments in Kitsap County. Chief Gillard has requested metrics to capture more information. SMMC is understaffed, causing significant delays, with no resolution in sight. If there is no resolution soon, service levels may be affected.
7. **Outdoor Burning:** Chief Gillard stated the department's procedures on burning had been reviewed. There are some additional changes to be made to ensure policies are consistent with the limitations of Puget Sound Clear Air Agency policies.

8. EMS Prevention Policy:

Commissioner Quinn moved to adopt Policy 8300 EMS Prevention as presented. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Policy 8300 EMS Prevention as presented

9. Incident Reporting Policy:

Commissioner Quinn moved to adopt Policy 5200 Incident Reporting as presented. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Policy 5200 Incident Reporting as presented.

10. **Financial Report:** Finance Manager Luther presented the board with June's Year to Date report. FM Luther reported the department is within goals and percentages as projected.
11. **Overtime Report:** Deputy Chief Russell reported the department's overtime status. For June, the department spent about \$62,000.00 on overtime which is less than what was estimated. COVID is higher than usual, causing more overtime, but the department received \$11,000.00 in reimbursements. Deputy Chief Russell reported the department is only at 35% of the overtime budget.
12. **Operations Report:** Deputy Chief Russell reported that the department received 362 calls for June, a slight decrease from 2021. The department responded to a total of 404 calls when adding mutual aid.

Commissioner and Staff Comments:

Commissioner Milton: commented on the support for our department and was happy to see Lt. Ryan Sommers involved a youth burn survivor's camp over the last weekend.

Administrative Services Manager Sawyers: A reminder that on Wednesday, August 10, 2022, there will be a short Oath of Service ceremony for the few personnel who could not attend the May ceremony.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, August 10, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 30, 2022 via Zoom**

Adjourn: The meeting was adjourned by common consent at 5:51PM

ATTEST:

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