

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**August 10, 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:** Chief Gillard added bid award to Action Item number 2.

Commissioner Ellingson moved to approve the amended 08/10/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the amended 08/10/2022 agenda.

**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 27, 2022 Regular Meeting Minutes**
  - b. **Vouchers**

Commissioner Quinn moved to approve the 08/10/2022 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 08/10/2022 consent agenda.

2. **Bid Award for the Station 72 Apron Repair Project-** Administrative Services Manager (ASM)  
Sawyers updated the board that the department received five bids. Northern Asphalt LLC submitted a bid for \$42,145.06, including sales tax. The following motion was made:

Commissioner Milton moved to award the Station 72 Apron Repair Project bid to Northern Asphalt LLC in the amount of \$42,145.06 including sales tax. Commissioner Quinn seconded. Motion was called with a unanimous vote to award the Station 72 Apron Repair Project bid to Northern Asphalt LLC in the amount of \$42,145.06 including sales tax.

**Discussion Items:**

1. **Front Office Staffing:** Chief Gillard updated the board on the status of our injured employees. Chief Gillard also would like to move forward with the recruiting process for the Financial Specialist vacancy. This position would assist the Finance Manager and support the Administrative Specialist. The board agreed unanimously to begin the hiring process.
2. **CARES Staffing:** Chief Gillard discussed some of the department's challenges with obtaining funds from the Salish Behavioral Health grant. Chief Gillard is working with the City and attorneys to find a solution for the department to be eligible to receive funds to support the CARES team with staffing. Commissioner Ellingson stated that Senator Christine Rolfes would attend the next Kitsap County Fire Commissioners meeting and suggested that Chief Gillard send in some questions regarding some of the challenges the department is currently facing. At the last meeting, Chief Gillard discussed an MOU that would be presented to the bargaining unit to provide temporary staffing for the CARES program.

The bargaining unit rejected the MOU, so the department is working on an alternate plan. The additional funding that would be used for a temporary position may go to City of Poulsbo to staff an additional social services representative instead of an additional firefighter/EMT for the CARES team.

3. **Facility Maintenance Staffing:** Chief Gillard is still looking at all options for a facility maintenance technician to support facility needs. No decision has been made at this time.
4. **Fire Levy-** Chief Gillard submitted all documentation needed to add the fire levy renewal to the ballot. Chief Gillard stated that South Kitsap Fire & Rescue and North Kitsap Fire & Rescue might need to change some ballot language. Finance Manager Luther reviewed the different financial projections of accepting \$1.45 vs. \$1.50 per \$1000.00 assessed valuation.
5. **SMMC ED Crisis-** Chief Gillard stated wait times are still increasing. There were approximately 188 transports last week, with over 12% being over a 30-minute wait time and over 13 transports with over a 2-hour wait time. Chief Gillard reported all the other fire districts in the county are facing the same issues. At the last fire chiefs meeting, the Department of Health was notified of the severe implications the long emergency department wait times is causing. Long emergency department wait times are a statewide problem; the current system must be improved to relieve the bottleneck of long wait times. Elected officials also need to be involved at the City and County levels. Chief Gillard stated the continual long wait times harm the community and affect response times.

#### **Informational Items:**

1. **Behavioral Health:** Chief Gillard updated the board on the mental awareness stand-down that will happen in September. There will be a two-night event at the Admiral Theatre for fire service members and their families. A national-level speaker will be presenting material focusing on mental health and wellness. Commissioner Milton asked how mental health is in our department. Chief Gillard responded the peer support program has been a large influence in supporting the department personnel. The department is looking at further helping the program's needs by getting more resources.
2. **Facilities Update:** Commissioner Ingalls requested an update on the new fire station. Chief Gillard is working on submitting documentation to obtain approval from the state to sue the design/build process. Chief Gillard also requested conceptual drawings for the future station to use for the community. Some of the concerns from the community are the salmon stream on the property and the potential for noise disturbances. Chief Gillard also commented on a letter from a supportive community member, Rita Hagwell. Ms. Hagwell's brother, Tony Garvey, recently passed away, and Chief Gillard gave thanks for his service to our country and commended him on his 37-year career with the NYPD, including serving his community during the 9/11 attacks.
3. **Staffing/Hiring Report:** Chief Gillard stated the department is developing the staffing plan for 2023. Deputy Chief (DC) Russell said that both recent hires are now a part of our regular staffing model. One crew member is going through paramedic school, and the department was able to adjust their schedule to support them. DC Russell showed appreciation for the bargaining unit for their support and involvement.
4. **Apparatus Update:** DC Russell stated the brush truck should be in service on August 18, 2022. The department is currently waiting on material due to some supply chain issues. The E-One has a new delivery time frame set for early 2023. A re-chassis is scheduled for 2023.
5. **Training Consortium:** Chief Gillard stated the Training Consortium had submitted its budget request, goals, and objectives for 2023. Chief Gillard would like to support the consortium for 2023 and will need the board to decide at the next board meeting. Battalion Chief Shane Anderson will be at the next meeting to answer any questions or concerns.

6. **COVID:** Chief Gillard stated that Washington State is still operating under emergency guidelines, and the department procedures will need to be addressed.
7. **Outdoor Burning:** Chief Gillard stated the department would be meeting with the Kitsap County Fire Marshal to discuss ownership and response authority regarding burning. Currently, there is a Phase 1 burn ban in effect.

**Commissioner and Staff Comments:**

**Finance Manager Luther:** notified the board that the department received an interest rate of 1.07% for the month of July.

**Commissioner Milton:** asked how the second fleet mechanic was doing. Chief Gillard responded that Mark is doing a great job. He is a hardworking, committed individual and has brought significant value to the department.

**Chief Gillard:** Congressman Derek Kilmer will be attending the next Kitsap County Fire Chiefs meeting.

**Public Comment: None**

**Good of the order:**

Next Regular Meeting **Wednesday, August 24, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 23, 2022 via Zoom**

**Adjourn:** The meeting was adjourned by common consent at 5:46PM

**ATTEST:**

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