

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 24, 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	Shane Anderson	Staff

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

Approval of Agenda:

Commissioner Milton moved to approve the 08/24/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 08/24/2022 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. **August 10, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (August)**

Commissioner Quinn moved to approve the 08/24/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 08/24/2022 consent agenda.

2. **Commissioners Payroll (August)**

Commissioner Quinn moved to approve commissioner payroll for the month of August 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 August in the amount of \$2,048.00.

3. **October 26, 2022 Regular Meeting:** The Washington Fire Commissioners Association conference starts on 10/26/2022. The regularly scheduled meeting will be moved from 10/26/2022 to 11/02/2022 at 4:00 pm.

Discussion Items:

1. **Training Consortium:** Battalion Chief Shane Anderson updated the board on the current status of the training consortium. Some of the higher priorities are providing quarterly and annual reports, more training opportunities, a fire academy including an EMT class, credentialing, updated content/manuals, wildland firefighting, technical rescue, and working with other districts to include the navy region. Professional development courses are also getting organized for next year. SME provides in-depth training working cohesively with other districts using the consortium vs. using only one training chief.
2. **Front Office Staffing:** Chief Gillard updated the board that our administrative specialist is doing much better and improving every day. HRM Alkire stated she has been progressing well and will be moving

from the hospital to a rehabilitation center. HRM Alkire updated the board on hiring for a Finance Specialist position. West Sound Workforce will be accepting applications and posting the announcement to several job boards around the state. Qualified applicants will be forwarded to the department with names redacted. Closes 9/23/2022.

3. **CARES Staffing:** Chief Gillard stated that staffing for the CARES program is expected to increase next month. The City of Poulsbo has hired an additional social worker who is currently training with the CARES team. The City of Poulsbo plans to staff the CARES team with four different social workers that will provide more support throughout the week. The department is unable to provide a second full-time Firefighter but will augment staffing with overtime, possibly once a week. Also, looking at other stations' involvement and providing the social worker to other stations. This will be approved until grant funding expires. The department needs to ensure minimum staffing is met over CARES team support. The grant through Salish behavioral health is still on hold due to the content in the grant of how the funds can be used. Finance Manager Luther is working on setting up a meeting to try and find a resolution. Chief Black from East Jefferson Fire is interested in the CARES program and will be looking for more information.
4. **Facility Maintenance Staffing-** Chief Gillard is moving forward with budgeting for our own facility manager; we discussed the position's description and let both Chief Smith of North Kitsap Fire & Rescue (NKFR) and Chief Teran of South Kitsap Fire & Rescue (SKFR) know that we are considering hiring our own. HRM Alkire is working on the position description that would suffice the needs of the department. The department will be looking for a candidate that is able to manage small projects. Looking at the difference between public works vs. ordinary maintenance. Commissioner Ingalls asked if the department had a report of work that has been accomplished over the last few months from the current facility maintenance technician.
5. **Fire Levy-** Chief Gillard stated the department might have to change some of the fire levy ballot language since NKFR and SKFR have been directed by the District Attorney's office. The department has not been notified of any required change at this time. Chief Gillard also wants to set up a few virtual meetings in the future to discuss the fire levy with the public. Commissioner Milton stated it is important to bring up the increase in the levy rate and how the increase makes it so the department may not need to run for a capital bond earlier than originally planned. Chief Gillard emphasized that all revenue from the levies goes straight to the operations of the fire district and will support staffing and the construction of a future Viking Way fire station.
6. **SMMC ED Crisis-** Chief Gillard stated wait times are still increasing. Community risk is increasing, and service levels are being affected. Chief Gillard stated that 5.4% of our units are seeing over one-hour wait times for hospital admittance. St. Michaels is experiencing staffing shortages. Chief Gillard shared several anecdotal details of how shortages are affecting our community and the lack of healthcare being provided. Chief Gillard wants to see changes to the process to better streamline and allow more real-time control. Chief Gillard understands the impact hospitals are having with staffing shortages and room availability, but there needs to be a plan made to better improve service. Commissioner Milton asked about the status of taking patients to urgent care vs. hospital. Chief Gillard is looking into different options for transporting, including transport location and notification of real-time wait times for the medic units.

Informational Items:

1. **Behavioral Health:** Chief Gillard stated there would be a stand down next week to discuss the mental health of the fire service.
2. **Facilities Update:** The Station 72 Apron Repair project is moving forward. Next week the department should receive a start date for Northern to begin work. Station 72 restroom remodel still on hold; the

department is hoping to hire a facility technician to assist with the planning of the remodel. Hill associates are working with a company to design the conceptual drawings for Station 76 to be able to share with the board and the public. Commissioner Milton asked what the time frame was for building the new station. Chief Gillard responded that the time frame would rely on the election outcome for the level renewal. If the levy renewal passes, the anticipated start date will begin in January. The City of Poulsbo is supportive of this build, and we have received comments and concerns to share with the public at a future date.

3. **Staffing/Hiring Report:** There are currently two employees out with long-term injuries and two employees who are on paternity leave. One probationary firefighter received an injury during training and is on a light duty assignment. Currently, the other probationary employee is finishing up paramedic school, and the department is working with the employee on adjusting their schedule to support schooling.
4. **Apparatus Update:** Deputy Chief Russell stated the brush truck is officially in service. Over the last week, there was some body damage to one of the staff vehicles during parking. There was roughly \$7,597.14 in damage. There was no injuries or police report needed.
5. **COVID:** No Updates
6. **Outdoor Burning:** No Updates
7. **Financial Report (July):** Finance Manager Luther stated there were no concerns.
8. **Overtime Report (July):** Deputy Chief Russell reported on the department overtime numbers. Total overtime for July was just under \$50,000.00. There were several COVID absences and training. Currently the department is at 43% of the budgeted amount, looking to be on track for spending. Commissioner Uberuaga asked out the crises at St. Michaels could affect overtime. Deputy Chief Russell stated that overtime costs may increase if the wait times continue to progress.
9. **Operations Report (July)** Deputy Chief Russell sent out the current Kitsap 911 report, call volume is up 11% and the department ran 374 calls for July. The department is trending down for August so far. The call volume is expected to increase and exceed last year's calls. The department also provided mutual aid a few times on local fires. Retired Chief Morrison was first on scene to assist a member of the community in need over the last weekend.

Commissioner and Staff Comments:

Commissioner Ellingson: Last night Christine Rolfes presented at the Chiefs meetings and Chief Gillard did a great job. The Senator addressed all questions presented and wants to see improvements. Central Kitsap Fire & Rescue (CKFR) is building five stations, it was asked if this going to affect south end of county response? Chief Gillard stated he would talk to CKFR about there plans. Commissioner also stated that he saw signs stating Viking Way would have road closures, was curious if the department knew about it. Deputy Chief Russell stated he would look to see if this could affect response. The Radio project in the middle of talking to vendors about services and products that are offered. Kenwood and Motorola a few of the vendors interested.

Commissioner Milton: Commended the Chief Gillard on the great job updating the group on the crises with St. Michaels Medical Center situation.

Commissioner Ingalls expressed gratitude for Shane Anderson and presenting to the board the information on the training consortium

Chief Gillard: Received a complaint from the local that we failed to involve the local on three separate negotiations for the finance position, discussion with the employee who is out sick, reportable training with the lieutenant.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, September 14, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, September 27, 2022 via Zoom**

Washington Fire Commissioners Association conference **October 26-29, 2022**

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

ATTEST:

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