

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 14, 2022
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

Jeff Uberuaga	Commissioner (EXCUSED)	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

Call to order: Meeting was called to order by Commissioner Milton at 4:00 pm.

Approval of Agenda:

Commissioner Ingalls moved to approve the 09/14/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 09/14/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:02pm Chief Gillard requested a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to review the performance of an employee. At 5:47pm Commissioner Milton called for a 15-minute executive session. At 6:02 pm Commissioner Milton closed the executive session and reopened the regular meeting. There was no action 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. **August 24, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 09/14/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 09/14/2022 consent agenda.

Discussion Items:

1. **Front Office Staffing:** Chief Gillard updated the board on the current job announcements that the department has opened. The finance specialist position closes next week. West Sound Workforce has been collecting resumes and will be screening and redacting applicant names before the department selects interviewees. Earlier this week, the department opened a job announcement for all firefighter and paramedic positions. The department is looking at all levels of experience, including entry-level, requiring no prior experience; this is the first no-experience recruitment the department has had. Human Resources Manager (HRM) Alkire stated that our front office employee is currently at home and recovering. Chief Gillard has approved leave donation request for September.
2. **Fire Levy-** Chief Gillard stated that the department had to update the fire levy renewal ballot language to replace the word “increase” to “renew” and adds, “supersedes the previous levy.” All the local fire districts will be meeting to discuss the ballot language change and options to challenge in the future. Chief Gillard discussed the talking points that will be important when educating the public about the fire levy. Commissioner Ellingson asked about other locations where growth could be a concern in the

future. Commissioner Milton asked if the closing of Central Kitsap Fire & Rescue (CKFR) Station 51 would affect our district call volumes. Chief Gillard will follow up with CKFR.

3. **SMMC ED Crisis-** Chief Gillard updated the board on the status of the crises concerning services at St. Michaels Medical Center (SMMC). An emergency department task force is now established and will meet weekly with the emergency department director, risk management manager, the emergency physician group, and the hospital director. SMMC has a team of analysts to measure efficiency and help improve the current system. The Kitsap County Fire Chiefs are looking at short- and long-term solutions to help support the community. Primary care capacity is essential to lower the emergency department (ED) wait times. Chief Gillard commented to the Kitsap Sun regarding the crisis and how it is affecting the community members. Commissioner Milton asked how the hospital determines care priorities. Chief Gillard stated that life-threatening incidents take precedence. The hospital staff is doing all they can to attend to severe injuries; the primary concern is not having enough team to cover all emergency department patients. Commissioner Milton asked about the possibility of taking patients to a non-emergency department for non-emergent medical calls. Medicare will not cover billing to a non-emergent facility. Commissioner Milton commended Chief Gillard on his efforts and involvement in this.
4. **COVID Emergency Resolution:** Chief Gillard discussed the previously approved 20-05 resolution. Chief Gillard is looking at retiring this resolution due to Washington State removing emergency COVID-19 provisions.

Commissioner Ellingson moved to retire resolution 20-05 COVID-19 Emergency Measures. Commissioner Quinn seconded. Motion was called with a unanimous vote to retire resolution 20-05 COVID-19 Emergency Measures.

Informational Items:

1. **Behavioral Health:** Chief Gillard attended a mental health seminar last week hosted by South Kitsap Fire & Rescue for the district's mental health safety stand down week. PTSD and mental illness are increasing in the fire service. Chief Gillard explained how the Peer Support group provides necessary services to their peers and will be an integral part of future planning. The new 988 programs in Washington State will help citizens who are struggling with mental health have a resource to contact. The primary concern for the 988 program is the tracking and transferring of calls requiring emergency services.
2. **Facilities Update:** Administrative Services Manager (ASM) Sawyers stated the Station 72 Apron Repair project had been completed. The department is now waiting on Northern Asphalt to file their affidavit of wages to L&I. There are some concerns with the catch basin and the drainage that Battalion Chief Zeigler will research. Chief Gillard shared conceptual drawings for the future Station 76.
3. **Staffing/Hiring Report:** HRM Alkire shared that the department is recruiting for FF/EMT and Paramedic positions and will close on 10/24/2022. The job announcement has been posted to several sites in hopes of attracting a lot of interest. There is some risk to hiring entry-level paramedics in training; however, the department has seen fewer applicants over the last few years, so needing to look at other options. The department is currently looking for three to four positions depending on projections.
4. **Apparatus Update:** Deputy Chief Russell stated the brush truck is operating great, working on the transition for winter. Commissioner Quinn asked what apparatus was next for replacement. Chief Russell noted that the department is replacing a medic unit in 2023, and the new chassis has been ordered. Per the capital improvement plan, 2024 is when the next engine order is due, but more discussion on engine type will take place early next year. The E-one ordered earlier this year should be completed by October 2023.
5. **Outdoor Burning:** Red flag warning conditions over the weekend. Still working on policies and procedures in regards to authority for burning control.

Commissioner and Staff Comments:

Commissioner Ellingson: September 06, 2022 Kitsap 911 approved the budget, the official user fees are out. Commissioner Ellingson was curious if the Poulsbo Fire Department was looking into ordering bullet proof vest for personnel since Central Kitsap Fire & Rescue has issued bullet proof vest for its members. Chief Gillard stated there was a budget request for something similar, there are current discussions on this.

DC Russell: Asked when Kitsap 911's building would be open to the public again. Commissioner Ellingson stated that business should be going back to normal in the next few weeks. Deputy Chief Russell also thanked Commissioner Ingalls with his help regarding the Station 72 Apron Project and thanks HRM Alkire and ASM Sawyers with opening the position announcements. Deputy Chief Russell also stated there was a serious incident over the weekend and thoughts are with the families and our crews for giving their best efforts.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, September 28, 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 6:03 PM

ATTEST:

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