

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 28, 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

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

Approval of Agenda:

Commissioner Ellingson moved to approve the 09/28/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 09/28/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:02pm Chief Gillard requested a 12-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:04 pm Commissioner Ingalls called for a 12-minute executive session, pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:16 pm Commissioner Ingalls 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. **September 14, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (September)**

Commissioner Quinn moved to approve the 09/28/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 09/28/2022 consent agenda.

2. Commissioner Payroll (September)

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

3. Proxy for WFCA

Commissioner Ingalls will serve as proxy for Commissioner Milton at the upcoming WFCA conference; ASM Sawyers will submit the signed forms to WFCA.

Discussion Items:

1. **Staffing/Hiring:** Chief Gillard updated the board on current recruitment efforts. The Finance Specialist announcement has closed, and the department will review resumes this week to determine interview

selections. There were a total of 57 applicants for the finance specialist position. The department is also recruiting Firefighters/EMTs and Firefighters/Paramedics; the announcement closes at the end of October. Chief Gillard stated that the department would have to wait on levy renewal results before selecting candidates. Kitsap County is struggling to fill emergency response positions; Poulsbo Fire Department (PFD) has opened the announcement to all levels of experience, including no experience necessary. Human Resources Manager (HRM) Alkire distributed draft copies of a facility manager position description for board review. Filling the facility manager position would not be determined until after the levy renewal results. Commissioner Ellingson asked what makes PFD different. Chief Gillard commented that PFD is an organization based on community and hopes that using our website to showcase the benefits will help attract more candidates. The job announcement is posted country-wide. Chief Gillard is looking at all avenues to retain and attract experience in our organization.

2. **Fire Levy-** Chief Gillard stated that our Local 2819 had posted signs around the community to advertise that proposition the department is running. Chief Gillard is working on getting information out to the public on our social media sites. Chief Gillard spoke with the League of Women Voters about funding and the CARES program. Chief Gillard commented that there would be four open houses in October. PFD will host an open house at each station; there will be snacks, children's activities, and opportunities for the public to ask questions. Commissioner Milton requested that Chief Gillard send out the main speaking points explaining why the public would want to support a levy renewal.
3. **SMMC ED Crisis-** Chief Gillard updated the board on the progress of the task force meetings that discussed concerns and progress with the emergency department at St. Michaels Medical Center (SMMC). Chief Gillard also stated that SMMC went on divert due to technical issues this week.
4. **COVID-19 Procedure:** Chief Gillard stated the department is working on procedural changes regarding COVID-19. Some updates will affect personal protective equipment requirements, COVID-19 vaccine boosters, and daily operations pertaining to the protocols in effect from 2020.
5. **2023 Budget:** Finance Manager Luther sent an overview of the 2023 proposed budget, including the new assessment. FM Luther included two separate budget proposals based on the outcome of the levy renewal. FM Luther noted some funds had been moved from the operation portion of the budget to the capital portion to align with the capital improvement plan. Some additions to the 2023 budget included lawn maintenance service, facility maintenance funding, and increased peer support group funding. FM Luther would like feedback by the next meeting. Commissioner Milton asked about the funds allocated to the Microsoft line item and the large amount budgeted. FM Luther stated that is the cost for licensing for email and Microsoft programs the department uses. Commissioner Milton asked if the department could get a return-to-work timeline for our injured employees. Chief Gillard stated that we hope to have a potential return-to-work timeline in the next few weeks.

Informational Items:

1. **CARES:** Chief Gillard stated that CARES training has continued with department personnel to increase staffing when needed, still working with the bargaining unit. Chief Gillard presented information on the CARES program with Kim Hendrickson to the League of Women. The second social worker training with the PFD CARES team will be going to Central Kitsap Fire & Rescue to help establish their CARES program. Chief Gillard and FM Luther are still working with Salish Behavioral Health and the Healthcare Authority on the contract language for accepting a grant that would support and expand the CARES program.
2. **Facilities Update:** Chief Gillard stated a 4x8 sign would be going up next week in front of the future Station 76. PFD surveyed the neighborhood surrounding the future Station 76. The primary concern was noise, which PFD will be mitigating during the design and build process. Chief Gillard said there would be an upcoming meeting with Hill Associates to begin the design/build process application. ASM Sawyers stated the Station 72 Apron Repair Project is almost finished; some rework is required before accepting the work. The department appreciates the support from Commissioner Ingalls on this project.

3. **Apparatus Update:** There are no recent updates on the E-One Engine order. Spartan sold the engine the department returned and notified the District that the buyer might contact our fleet manager..
4. **Outdoor Burning:** No updates at this time.
5. **Financial Report (August):** FM Luther stated for August; all spending is on track. There is a \$25,000 refund the department is waiting on from the City of Poulsbo for the CARES program.
6. **Overtime Report (August):** Deputy Chief (DC) Russell stated August was the highest staffing overtime month and second highest for training expenditures. August's total overtime was \$50,850.59, currently PFD is at 50% of the estimated 2022 budget.
7. **Operations Report (August):** DC Russell states there has been a slight decrease in call volume compared to last year's. The department received mutual aid on 36 occasions and assisted with mutual aid on 31 occasions. DC Russell commended PFD personnel on an animal rescue earlier in the week.

Commissioner and Staff Comments:

Commissioner Ellingson: Virtual open house for North Kitsap Service Center to be held at 17:30 9/28/2022. Also a reminder that the Kitsap County Fire Chiefs meeting will be 10/20/2022 due to upcoming conferences.

Commissioner Milton: Commended the Chief Gillard on the positive feedback from social media on the operations of the department.

Deputy Chief Russell: The Washington Surveying and Rating Bureau (WSRB) conducted a site visit of PFD last week. PFD received positive feedback and waiting on the official report.

Chief Gillard: He discussed Kitsap 911 and the radio program; he feels confident that concerns will be addressed. Chief Gillard also reminded the board that the first open house would be Saturday, October 1, 2022, from 3-5 p.m. at Station 72.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, October 12, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Thursday, October 20, 2022 via Zoom**

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

Adjourn: The meeting was adjourned by common consent at 5:17 p.m.

ATTEST:

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