

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**October 12, 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
Kevin Vay	Staff		

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

**Approval of Agenda:**

Commissioner Milton moved to approve the 10/12/2022 agenda. Commissioner Quinn seconded. Discussion: Chief Gillard asked that approval of a medic unit engine be added under "Action" and tree placement and plaque honoring a former member be added under "Information." Motion was called with a unanimous vote to approve the 10/12/2022 agenda as revised.

**Public Comment:** No public in attendance

**Executive Session:** At 6:01 pm Commissioner Uberuaga called for a 5-minute executive session, pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 6:06 pm Commissioner Uberuaga closed the executive session and reopened the regular meeting.

The following action was taken:

Commissioner Milton moved to approve the severance agreement with Susan Gibbs as presented. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the severance agreement with Susan Gibbs as presented.

**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 28, 2022 Regular Meeting Minutes**
  - b. **Vouchers**

Commissioner Quinn moved to approve the 10/12/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 10/12/2022 consent agenda.

2. **Approval of engine replacement:** Chief Gillard reported that one of medic units broke down on a call and after being diagnosed by our mechanics, it was determined the engine needs to be replaced. The engine has approximately 120,000 miles on it and is not covered by warranty, but the chassis is still fine so replacing the engine, although expensive, is still far more cost efficient than submitting the medic unit for re-chassis on an accelerated schedule. The cost of a new diesel engine is \$31,000, not including tax. Commissioner Milton asked if the problem is unique or if there is a manufacturer issue; he suggested researching more regarding the cause. Chief Gillard stated that the department will look for more information regarding the cause and how it will affect other apparatus in the department.

The following motion was made:

Commissioner Ingalls moved to approve the purchase of a new diesel engine in the amount of \$31,000.00, plus tax, with more information on the cause of the failure to be provided. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the purchase of a new diesel engine in the amount of \$31,000.00 plus tax with more information on the cause of the failure to be provided.

## Discussion Items:

- 1. Staffing/Hiring:** Chief Gillard updated the board on current recruitment efforts. HRM Alkire reported Finance Specialist interviews will be conducted tomorrow; five candidates will be interviewed. The current firefighter recruitment period ends at noon on October 24<sup>th</sup> and there will be an aptitude test administered shortly thereafter. The current plan is to hire three positions, but that depends on the results of the ballot measure. Chief Gillard added that there is competition among the departments in the county. The training consortium is scheduling both a fire academy that will include FF1, FF2, and HAZMAT certifications, as well as a separate EMT course; dates for both courses are being finalized. Commissioner Milton asked if lateral applicants will be given different training; Chief Gillard responded any lateral applicants will have somewhat customized training plans depending on their needs. He closed this report by noting the facility manager position description has been drafted, but bargaining unit input still needs to be completed. The outcome of the ballot measure will determine the timing of this recruitment.
- 2. Fire Levy- November 8, 2022** Chief Gillard reported there has been general information available at the Open Houses being conducted this month, although the focus is on fire prevention week. He will be making a presentation to Rotary on October 21<sup>st</sup> and will conduct a virtual meeting on November 1<sup>st</sup> which will be an opportunity for the public to ask questions; this event will be advertised on the district's web site and through social media. Commissioner Uberuaga asked if there is anything specific that the department could be doing to get the word on why the department is asking for a renewal of the fire levy; Chief Gillard said he has developed talking points about the levy which will be distributed to the crews as well as posted on the district's web site. The document is for information only, not advocacy.
- 3. SMMC ED Crisis:** Chief Gillard updated the board on the current status with the SMMC (St. Michael Medical Center) emergency department. After Chiefs Gillard and Faucett made an appeal with SMMC's leadership after the dramatic increase in wait times in July and then a couple of subsequent meetings, there have been no recent interactions. As has been reported, SMMC is currently having technological issues affecting charting, communicating, and payroll issues, the county departments offered SMMC assistance, which was declined and SMMC is no longer responding to the department. Unfortunately, over the last week wait times are progressively getting worse. There was concern that other hospitals will be affected by this. As was publically reported, CKF&R sent assistance to help with the emergency department after 911 received a call that assistance was needed. A meeting with public health has been requested and the West Sound Emergency Physician group has also reached out to have a meeting to further discuss concerns. The Kitsap Sun and King 5 reached out to speak about the recent events and Chief Gillard was interviewed to address some of the concerns. A final decision regarding filing a Department of Health complaint will be made soon. It is being emphasized that if you're having an emergency, call 911 – don't go directly to the emergency department. We want to ensure the community knows that we continue to respond, so call 911. Too many people are coming to the emergency department with minor injuries which also affects wait times. Commissioner Milton asked if there can there be a temporary hospital, such as were erected in some areas during the height of the COVID crisis. He also asked if there is a possibility of transporting people to local agencies rather than the emergency room. Chief Gillard answered that, unfortunately, Medicare and private insurance will not pay for transporting to anywhere besides the emergency room. While SMMC is addressing the most critical injuries first, there still may be a wait time. He is working on communication regarding emergency department wait times. Chief Gillard request that the Commissioner Association also be involved. Chief Gillard will need to send Ellingson a draft of the overall issues to understand the direction. Uberuaga is there any other legislatures being involved. Mayor Erickson has been notified. We appreciate the nursing staff and the work they are doing during this troubling
- 4. COVID-19 Procedure:** Chief Gillard stated the department is still 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.

- 2023 Budget:** Chief Gillard is discussed the development process for the 2023 budget. With the current long-term injuries and anticipated staffing for the new station, hiring one additional person for each shift would allow for full staffing in 2024, even if one or more of the long-term injured firefighters are not able to return. The three additional personnel will provide for 14 per shift, with a minimum of 9. It will also allow for the time to train new hires and provide some relief to the district's overtime budget, as well as relieve current personnel's overtime obligations. Another consideration is how the floater position is filled, which allows the person to move through shifts and cover leave. He would like to promote a current lieutenant to captain to fill the floater position 2023, which will have the added benefit of having that person in place to help back fill D/C Russell's position when he retires and staff the new station. This promotion would be an increase in the number of authorized officer positions. Commissioner Milton asked when will the long term injured employees will return or what is the time frame for returning and Chief Gillard reported one individual is expected to return late this year or early 2023, but the other two are still unknown. Chief Gillard closed this portion of the report by noting every attempt is being made to keep the dayshift, but that decision is dependent on the final 2023 budget. Finance Manager Luther then reviewed the 2023 capital budget which included staff comments and identified anticipated spending. The capital budget also included additional requests and included items that are not recommended for 2023. There was discussion regarding body armor and that policy surrounding this issue needed to be addressed before making a decision. Purchase of radios are being deferred to ensure that the technology is updated prior to purchasing. Lifts are not needed without the shop addition and that addition is not needed next year. Commissioner Milton requested more information regarding the approved items.

#### **Informational Items:**

- CARES:** Chief Gillard stated that the CARES program is doing well and there will be extra staffing to support CARES this program. The district hosted a 988 crisis response meeting this week to discuss the integration of 911/988 and the future of crisis response. Implementation of 988 is separate from 911 and there is concern that calls that should go to 911 won't get there. Work is being done on integrating 988 and 911 so if a call needs to be 911 that is where it starts, but there will be the ability to send a call to 911 to 988 if that is more appropriate. There was also concern expressed about funding. Lt. Bryson Eader is the Peer Support group's chair and he will be doing a presentation tomorrow to the county chiefs with the intent to formalize agreements with mental health professionals for availability.
- Facilities Update:** Administrative Services Manager (ASM) Sawyers noted the Station 72 Apron Repair Project is still in the final stages of completion. The department also worked with Hill Inc. to submit a design build request application.
- Apparatus Update:** There are no recent updates on the E-One Engine order.
- Outdoor Burning:** No updates at this time.
- Addition-Volunteer Memorial:** It was requested that a tree be planted with a small plaque outside Station 71 in memorial of Lt. Jay Melrose. The board also discussed different options for memorialization in the future.

#### **Commissioner and Staff Comments:**

**ASM Sawyers:** November 9, 2022 will be a public hearing to adopt the department's 2023 budget.

**Commissioner Ellingson:** commented that a request for proposal has been issued for a new radio system. Commissioner Ellingson also stated there may be new rules regarding flash protection and new initiatives being introduced regarding worker compensation rates.

**Public Comment:** None

**Good of the order:**

Next Regular Meeting **Wednesday, November 02, 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 6:08 p.m.

**ATTEST:**

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