

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 2, 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
Trevor Holmberg	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 11/02/2022 agenda. Commissioner Quinn seconded. Discussion: Chief Gillard asked that five and six under "Informational Items" be moved to the next meeting. Motion was called with a unanimous vote to approve the 11/02/2022 agenda as revised.

Public Comment: No public in attendance

Executive Session: At 5:21 pm Commissioner Uberuaga called for a 5-minute executive session, pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:26 pm Commissioner Uberuaga 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. **October 12, 2022 Regular Meeting Minutes**
 - b. **Vouchers**
 - c. **Department Payroll (October)**

Commissioner Quinn moved to approve the 11/02/2022 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 11/02/2022 consent agenda.

2. Commissioner Payroll (October):

Commissioner Quinn moved to approve commissioner payroll for the month of October in the amount of \$2,816.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the commissioner payroll for the month of October in the amount of \$2,816.00.

Discussion Items:

1. **Staffing/Hiring:** Chief Gillard updated the board on the current recruitment efforts. Antoinette Avery has accepted the role of finance specialist. Antoinette has started the hiring process, and we look forward to her joining our team in January. The firefighter/EMT recruitment closed on October 24, 2022, with over 80 applicants. The department has selected 31 applicants to interview the week of November 14, 2022. The separation agreement presented to Ms. Gibbs has been accepted. The department will start recruitment for the administrative specialist position in late November. The department will be recruiting for a facility maintenance technician, depending on the outcome of the November 8, 2022, elections.
2. **Fire Levy- November 8, 2022** Chief Gillard presented to the Poulsbo/North Kitsap Rotary last week to discuss the department's future. Chief Gillard also held a "Chat with the Chief" through Zoom, but it was

not well attended. There have been a few questions from the public concerning Proposition 1; the department posted a FAQ on our website.

3. **SMMC ED Crisis:** Chief Gillard updated the board on the current status of the SMMC (St. Michael Medical Center) emergency department. The Kitsap County fire chiefs met with the Kitsap Public Health to discuss the SMMC crisis. This meeting intended to get Kitsap Public Health engaged in the current crisis and get constant communication on status and accountability. The fire districts are looking for solutions for the long emergency department wait times and procedural changes affecting diverters.
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. Medical Officer Gillanders is working on this but has been out. Looking at potential incentives for fully vaccinated employees.
5. **2023 Budget:** Finance Manager (FM) Luther went over the 2023 operating budget projections. Chief Gillard proposed the department add one full-time equivalent (FTE) to the 2023 budget. The addition would move the increase a year early to help with staffing. The fire district continues to grow, and the department's call volume continues to increase. If the levy passes, Commissioner Ellingson asked if the department could take \$1.45/1000 over the \$1.50 /1000. Chief Gillard would like to look at the projections to see how that would affect future funding. Commissioner Quinn commented on how transparency and follow-through with our budget plans demonstrate to the public how funds are being used.

Informational Items:

1. **CARES:** Chief Gillard stated that Central Kitsap Fire and Rescue and East Jefferson Fire are starting a CARES program to help reduce reliance on EMS. Poulsbo Fire has been training staff, and the program has been received very well. The CARES program at Poulsbo will be able to run six days a week soon, increasing community support.
2. **Facilities Update:** Chief Gillard stated the department had submitted an application to the Public Review Committee to allow the use of the design-build method when building Station 76. On November 7, 2022, there will be a pre-meeting with the City of Poulsbo to discuss Station 76 building plans to prepare for a RFP. A sign has been hung on the future Station 76 location. The Station 72 Apron Project has physically been completed, and we will be submitting the payment once all paperwork is filed with Labor and Industries.
3. **Apparatus Update:** There are no recent updates on the E-One Engine order. The department currently has one medic unit out of service. A diesel engine needs to be shipped. Fleet Manager Annear will conduct additional research on the cause of the issue with the engine failure. The re-chassis for 2023 is still on schedule.
4. **Financial Report:** FM Luther reviewed the September year-to-date report stating there have been no significant changes for the month of September. The department has started to receive taxes.
5. Overtime Report- Moved to next meeting
6. Operations Report-Moved to next meeting

Commissioner and Staff Comments:

Commissioner Milton: commented how well Chief Gillard has done explaining the levy to the public and keeping transparency.

Commissioner Ellingson: stated the WFCFA conference attended the previous week was beneficial. Commissioner Ellingson will interview with the state auditor for Kitsap 911 next week. Commissioner Ellingson commented on the cost of auditor fees. WSRB commented how well Deputy Chief Russell has been doing.

Chief Gillard: Thanked everyone who attended the WFCFA conference. October 31, 2022 the department handed out candy to the community and had a crew out on Front Street. Chief Gillard showed appreciation for the crewmembers who supported this public event.

Commissioner Milton: Asked if anything could be done at the State level to help fire districts receive funding for transport to non-emergency facilities. Chief Gillard stated that the changes needed are at the federal level. However, there are discussions of getting patients to access medical physicians virtually before transporting to help reduce emergency department visits for non-emergency calls.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, November 09, 2022 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, November 22, 2022 via Zoom**

Adjourn: The meeting was adjourned by common consent at 5:27 p.m.

ATTEST:

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