

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 9, 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 Uberuaga at 4:00 pm.

Approval of Agenda:

Commissioner Milton moved to approve the 11/09/2022 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 11/09/2022 agenda as revised.

Public Comment: No public in attendance

Executive Session: There was no executive session requested

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. **November 02, 2022 Regular Meeting Minutes**
 - b. **Vouchers**

Commissioner Quinn moved to approve the 11/09/2022 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 11/09/2022 consent agenda.

Public Hearing: At 4:02 p.m. Chair Uberuaga called for a 15-minute Public Hearing to discuss the 2023 budget.

1. **2023 Budget Review:** Finance Manager (FM) Luther went through the 2023 budget. Commissioner Ellingson asked what the implications would be if the District were take \$1.45/1000 vs the \$1.50/1000 from the levy renewal. The board discussed the potential future funding implications by not taking the full amount to include the higher possibly of needing to go back to the public for funding sooner.

Commissioner Ellingson moved to take \$1.40/1000 over the \$1.50/1000 from the approved fire levy renewal. Commissioner Milton seconded. Vote was 3-2 against; motion failed.

Commissioner Uberuaga moved to take \$1.50/1000 from the approved fire levy renewal. Commissioner Quinn seconded. Vote was 4-1 in support; motion passed to take \$1.50/1000 from the approved fire levy renewal.

2. Resolution 22-07 Fire Levy

Commissioner Milton moved to adopt Resolution 20-07 Fire Levy. Commissioner Quinn seconded and motion was called with a unanimous vote to adopt Resolution 20-07 Fire Levy.

3. Resolution 22-08 EMS Levy

Commissioner Milton moved to adopt Resolution 20-08 EMS Levy. Commissioner Quinn seconded and motion was called with a unanimous vote to adopt Resolution 20-08 EMS Levy.

4. Resolution 22-09 Expenditure Budget Adoption

Commissioner Milton moved to adopt Resolution 22-09 2023 Expenditure Budget Adoption. Commissioner Quinn seconded and motion was called with a unanimous vote to adopt Resolution 22-09 2023 Expenditure Budget Adoption.

Discussion Items:

- 1. Staffing/Hiring:** Chief Gillard updated the board on current hiring initiatives. Ms. Avery has scheduled her psychological evaluation and is progressing through the hiring process. The administrative specialist position description is currently being updated. The facility technician position description is still under review; the District will look to negotiate wages in the upcoming weeks. Commissioner Milton requested if contracting work out would be more cost-effective. Chief Gillard responded the District is looking to hire a person who can conduct higher-level work and have knowledge of public works and public bidding regulations. Commissioner Ellingson asked for some edits to the position description. Human Resource Manager Alkire stated the District would interview 30 candidates next week for the firefighter/EMT vacancies.
- 2. SMMC ED Crisis:** Chief Gillard gave a status report on the ongoing St. Michaels Medical Center crisis. The District is working with the hospital to get accurate information about wait times. SMMC needs data on how long patients are waiting to be checked in; only the times once the patient has checked in are documented. There needs to be better documentation to ensure arrival at SMMC until the patient is transferred to SMMC care. There was a productive meeting with the Kitsap County Task Force, trying to reduce reliance on emergency services. SMMC is working on getting more staff to help reduce emergency department wait times. Commissioner Milton asked if there is a notification system that notifies crews when we can divert or the current emergency department wait times. Chief Gillard stated the fire department is not notified of the current status before arriving at the emergency department.
- 3. 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. Looking at potential incentives for fully vaccinated employees.
- 4. November 23, 2022 Regular Meeting:** The board decided to cancel the November 23, 2022 regular meeting due to lack of agenda items.
- 5. Controlled Substance Policy-**Chief Gillard shared with the board the Controlled Substance Policy. Policy changes are to reflect current State and Federal regulations.

Commissioner Quinn moved to approve the changes to Policy 7007 Controlled Substance. Commissioner Milton seconded and motion was called with a unanimous vote to approve the changes to Policy 7007 Controlled Substance.

Informational Items:

- 1. CARES:** Central Kitsap Fire and Rescue (CKFR) and East Jefferson Fire requested grant funding to support a CARES program. The CKFR social worker has been training with our CARES team. Chief Gillard stated there are some future changes to the CARES program being presented, such as a mobile integrated health unit allowing for a health provider to work with both a social worker and ems professional to reduce the need transports.

2. **Facilities Update:** Chief Gillard notified both Bainbridge Island Fire Department and North Kitsap Fire and Rescue that the department will not be renewing the facility maintenance contract but may need to request some assistance in the new year until the position is able to be filled.
3. **Apparatus Update:** There are no recent updates on the E-One Engine order. Research is still being conducted on the engine issues with one of our medic units.
4. **Overtime Report (September):** Deputy Chief Russell discussed the department overtime for September. The department expended \$58,500; COVID is still affecting the department. Overall the department is still on track with the projected overtime budget. Commissioner Quinn asked if overtime tends to be higher in the last quarter of the year. Deputy Chief Russell stated that generally, October is low, but the department sees some spikes in November and December due to higher leave usage.
5. **Operations Report (September):** Deputy Chief Russell stated the department ran 353 calls for September, which was the same amount in September 2021.

Commissioner and Staff Comments:

Finance Manager Luther: Thanked the board for passing the budget. The next audit is scheduled for 2023.

Commissioner Ellingson: Stated that Kitsap 911 is undergoing their audit.

Commissioner Milton: December 10, 2022 will be the commissioner's brunch at the Clearwater Casino. The fee will be \$15.00 per person.

ASM Sawyers: The department will be having a holiday party 12/13/2022 at 5:30 p.m.

HRM Alkire: Only has one more board meeting before her retirement.

Deputy Chief Russell: Completed the WSRB evaluation process, all information has been provided and expects to have the new rating by the end of the year. Deputy Chief Russell also gave thanks to the Puget Sound Clean Air Agency for their quick response to some burning concerns over the last few weeks.

Chief Gillard: Thanked the community for supporting Proposition 1.

Commissioner Ingalls: Happy Turkey Day!

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, December 14, 2022 at 1600**

December 10, 2022 Commissioner Brunch @ 12:00 PM, Clearwater Casino

December 13, 2022 Department Holiday Party @ 1730

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