

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 14, 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 Ellingson moved to approve the 12/14/2022 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/14/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:03 pm Commissioner Uberuaga requested a 30-minute executive session, pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. Requested session for the end of the meeting. At 5:45 pm Commissioner Uberuaga called for a 30-minute executive session pursuant to RCW 42.30.110(1)(g). At 6:15 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. November 09, 2022 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (November)

Commissioner Quinn moved to approve the 12/14/2022 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/14/2022 consent agenda.

2. Commissioners Payroll (November)

Commissioner Quinn moved to approve the commissioner's payroll for November in the amount of \$2,304.00. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the commissioner's payroll for November in the amount of \$2,304.00.

3. RFQ-Station 76 Project

Chief Gillard discussed the current status of the Station 76 Project. The Public Review Committee (PRC) approved the progressive design bid build process allowing the department to obtain a contractor for the

project. Last week a pre-application meeting was held with the City of Poulsbo regarding the conditional use permitting process. The department is working on the RFQ to be issued in the next month. The department will obtain an attorney to review the RFQ before publishing. Chief Gillard requested that Hill Inc review the project budget to ensure inflation, and the current market price has been included for over six months since the last quote was given. Commissioner Ellingson asked about setbacks concerning the creek that would run near the new station location. Chief Gillard responded that it is on the radar and will be discussed during the design process. Commissioner Ingalls asked if the attorney would help throughout the whole process or just the RFQ process and if there is a set fee for the attorney. Chief Gillard stated the attorney would represent the department through the entire project. Fees have not been discussed at this time but, would update the board at the next meeting. Commissioner Milton asked if there was a way to put a contingency on the setbacks in the contract to reduce liability. Chief Gillard stated that setbacks would be addressed during the planning and design process.

4. Controlled Burning Policy 1001- (This is policy 8020)

Deputy Chief Russell stated that the Controlled Burning Policy had not changed, but the conditions of the procedure had, and he wanted to notify the board. The changes to be implemented will affect how the District will handle controlled outdoor burning. Nuisance and land clearing definitions will be more in-depth, and policies surrounding large residential permits will be updated. Residents will only be issued one large burn permit per calendar year unless a written request is made to the District for an additional permit.

Commissioner Ingalls moved to adopt Policy 8020 Controlled Burning. Commissioner Ellingson seconded. Motion was called with a 4-1 vote in support; motion passed to adopt Policy 8020 Controlled Burning.

5. Facility Manager MOU

Chief Gillard updated the board on the status of the Facility Manager position. A meeting was held to discuss if the position would be in the bargaining unit; with the number of unknowns to the position, we would like to have this position to be out of the bargaining unit until we have a better understanding of what the daily duties will be since that weighs on the skillset of the applicant we hire. Chief Gillard was very impressed with the bargaining unit and their work with the MOU. The current wage is set for \$66,500-\$95,000 annually.

Commissioner Quinn moved to approve the Facility Manager MOU. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the Facility Manager MOU.

Discussion Items:

- 1. Staffing/Hiring:** Human Resource Manager Alkire updated the board on the current recruitment status. Ms. Avery, who has accepted the position of finance specialist, has completed all medical evaluations. The department is waiting on confirmation and then will have a start date. The four firefighters who have accepted positions are enrolled in all the pre-employment testing. Once complete, a start date will be given, hoping for the beginning of the year. ASM Sawyers discussed the open recruitment of the administrative specialist position. Forty-one applicants submitted their resumes for the position, with seven chosen for an interview to be conducted in the upcoming weeks. The facility manager position description is under review, and we plan on recruiting in January 2023.
- 2. SMMC ED Crisis:** Chief Gillard reported that the Health Board metrics for emergency department wait times had yet to show any improvement in November, with wait times exceeding two hours. What has improved is the communication with the hospital staff and the fire district. The hospital president has been able to contact the fire chiefs to try and alert them to issues. The hospital has increased dayshift staffing and is trying to improve the divert process. Chief Gillard stated there are two working groups in effect to try and mitigate some of the emergency departments' wait times, including a long-term plan to try and incorporate physicians through a telecommuting portal to prevent non-emergent transports. Also,

Kitsap Mental Health does not have RN staffing on the weekends at this time; they reached out to the fire districts for ideas on obtaining care. They are unable to restrain or dispense medications without having an RN staffed. St. Michaels Medical Center and the fire districts are working to assist.

3. Peer Support-Canine Policy (Certified Support Dog-9006)

Chief Gillard updated the board on the new certified support dog policy. The peer support group now has a dog designated to the support group for personnel and citizens who may want the comfort of a therapy dog. All expenses are paid for by the owner-handler minus the initial training. Chief Gillard spoke to the district's insurance company, and there were no concerns. Department personnel was overall supportive of this policy; the department will mitigate any problems, including primary location and care of the dog. The use of a dog is not a requirement. South Kitsap Fire & Rescue and Central Kitsap Fire & Rescue are working on similar policies.

Commissioner Ellingson moved to adopt Policy 9006 Certified Support Dog. Commissioner Quinn seconded. Motion was called with a unanimous vote to adopt Policy 9006 Certified Support Dog.

4. December 28, 2022 Regular Meeting

Meeting will proceed as scheduled

5. Updated Policy 1040-Service Level Objectives

Chief Gillard stated there is no action at this time. Every year this is updated to authorize the fire chief to provide the services needed by the community, such as the number of employees and organizational chart. This will be submitted at the next meeting.

Informational Items:

1. CARES:

Chief Gillard noted that the Julota contract addendum was signed. The grant funds for a second social worker to assist with the CARES team have been approved. The department has increased staffing to allow for five days a week of coverage and the ability to backfill in the event of callouts/leave. The department has had six career personnel conduct training for the CARES team with more interested in the program.

2. Facilities Update:

Chief Gillard stated that all station projects are on hold until a facility manager is onboard.

3. Apparatus Update:

Chief Gillard updated the board on the medic unit with a blown engine; Fleet Manager Annear decided to get that medic unit re-chassis to save the district money.

4. Kitsap 911 Radio System:

Chief Gillard stated the MCT (mobile computer terminals) replacement on the apparatus had caused frustration with the firefighters and Kitsap 911 about the amount they may receive for purchase/reimbursement. There are still discussions in progress. The microwave tower is moving forward; RFP just closed for new radios. Commissioner Ellingson reported there will be a Kitsap 911 executive session coming up to discuss the MCT and RFP for the radios. Four responsive bids were received.

5. GEMT Funding:

Chief Gillard updated the board with the current GEMT funding. CMS direction, which runs the GEMT, will significantly change how it is calculated. There will no longer be reimbursement for non-transport. This is estimated to be a 2/3 reduction in what the department will receive, which is about a \$550,000.00 cut. There is still the treatment referral program, for which we could get some reimbursement; however, it still will only offset a small portion and only because of our CARES team. The department has looked at projections; this will be roughly a 3 million dollar loss over the next ten years. Some of the capital projects may be delayed due to a lack of funding. Where does the GEMT money come from? Federal Government. GEMT makes up the difference between what Medicare reimburses for transports. Commissioner Milton has asked if we discussed these issues with Systems Design. There have been multiple discussions with Systems Design on this topic.

6. Financial Report (October)

FM Luther noted that the October YTD is normal and we are at 19% of our budget remaining.

7. Overtime Report (October):

Deputy Chief Russell went over the overtime report. Over \$58,000.00 was expended in overtime for October due to illness and callbacks. COVID is still affecting the department, along with vaccination requests. Overall the department is still on track with the budget.

8. Operations Report (October): Deputy Chief Russell stated the department ran 353 calls for October, which was the same amount in 2021.

Commissioner and Staff Comments:

Commissioner Ellingson: Kitsap 911 has all employees masked up due illness and being heavily under staffed. Commissioner Ellingson attended an LNI meeting last week which discussed issues with an old fire station, some of the issues documented was lack of carbon monoxide detectors and eye wash stations. It was noted that wildland and heat policies are in development. It was also discussed that a Region 9 meeting is tentatively scheduled for March 25, 2023 at Central Kitsap Fire & Rescue. Commissioner Ellingson gave thanks to Lise Alkire for her service to the board over the last few decades.

Commissioner Milton: Gave thanks Lise Alkire for her longevity and service to the board.

Commissioner Ingalls: Gave thanks to Lise Alkire for her service to the board of commissioners.

FM Luther: Happy holidays to everyone.

Chief Gillard: Commented on the holiday party and gave thanks to the volunteers for putting that on.

Commissioner Uberuaga: Gave thanks to Lise Alkire for all her help and contribution to the board of fire commissioners.

ASM Sawyers: Notified the board that the first meeting in January will be the organizational meeting.

Public Comment: None

Good of the order:

Next Regular Meeting **Wednesday, January 12, 2021 at 16:00 – Organizational Meeting**

KCFCA Monthly Meeting **Tuesday, January 25, 2021 at 19:00**

Adjourn: The meeting was adjourned by common consent at 6:16 p.m.

ATTEST:

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