

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 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	Nichole Sawyers	Staff

Call to order: Meeting was called to order by Commissioner Uberuaga at 4:04 pm.

Approval of Agenda:

Commissioner Ellingson moved to approve the 12/28/2022 agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 12/28/2022 agenda.

Public Comment: No public in attendance

Executive Session: At 4:04 pm Commissioner Uberuaga requested a 20-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 4:55 pm Commissioner Uberuaga called for a 20-minute executive session pursuant to RCW 42.30.110(1)(g). At 5:15 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. December 14, 2022 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (December)

Commissioner Quinn moved to approve the 12/28/2022 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 12/28/2022 consent agenda.

2. Commissioners Payroll (December)

Commissioner Quinn moved to approve the commissioner's payroll for December in the amount of \$1,920.00. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the commissioner's payroll for December in the amount of \$1,920.00.

3. RFQ-Station 76 Project

Chief Gillard updated the board on the status of the RFQ for the Station 76 project. The department is still waiting on attorney review. Chief Gillard did look at other local attorneys. Commissioner Milton asked if

the Station 76 project could be affected by environmental factors during the project's construction process. Chief Gillard stated that setbacks are always potential, but most should be mitigated through the permitting and design process.

Discussion Items:

- 1. Staffing/Hiring:** Administrative Director Sawyers updated the board on the current recruitment statuses. Ms. Avery, who has accepted the position of finance specialist, has received a start date of 01/18/2023. The four firefighters who have accepted positions are progressing through the pre-employment testing. One applicant has been given military orders, which will postpone the pre-hiring process until he returns. The department hopes to have them onboard at the beginning of the year. The department conducted seven interviews for the administrative specialist position and hopes to have selections made tomorrow. AD Sawyers is still working on the Facility Manager announcement and hopes to start the recruitment in January. Chief Gillard asked the board to hire above the original FTEs due to holding a position for the new hire being deployed.

Commissioner Milton moved to authorize Chief Gillard to hire above the current staffing plan by adding an additional FTE. Commissioner Quinn seconded. Motion was called with a unanimous vote to authorize Chief Gillard to hire above the current staffing plan by adding an additional FTE

- 2. SMMC ED Crisis:** Chief Gillard reported 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 and prevent non-emergent transports. Emergency Department (ED) wait times still need to improve. For the last two or three days, the ED has been backed up, and wait times exceeded 2 hours. SMMC is doing a better job at clearing units, allowing our medic units to be placed back in service. During last week's inclement weather, Bremerton Fire Department picked up nurses to get them to maintain ED staffing. Chief Gillard has been invited to participate as a stakeholder to discuss the potential of creating a Hospital District. Approving a Hospital District would allow citizen control of fund allocation. However, taxes would also be impacted.
- 3. Updated Policy 1040-Service Level Objectives**
Chief Gillard asked for this to be moved to the next meeting for re-adoption.

Informational Items:

1. Financial Report (November)

Commissioner Quinn updated the board on the current financial report. Currently, the department is at 88.2% of the 2022 projected budget. Commissioner Milton asked if there was an update on the GEMT information. Chief Gillard stated the department is looking into the "Treat and Refer Reimbursement Program." Commissioner Milton asked what the legal ramification would be for not being able to respond due to dangerous conditions. Chief Gillard stated there are policies in place that discuss the weather impacts and the safety of our personnel regarding responding under emergency conditions.

2. Overtime Report (November):

Deputy Chief Russell went over the overtime report. Currently at 71% of the 2022 projected overtime budget. Foresees being under budget for 2022.

- 3. Operations Report (November):** Deputy Chief Russell stated the department ran 363 for the month of November. Last November crews ran 343. The department has ran 4,744 calls so far this year which is about a 6 percent increase from last year.

Commissioner and Staff Comments:

Commissioner Uberuaga: Asked about the current status of department vehicles, also asked Commissioner Ellingson how the RFQ was going for the radio systems.

Commissioner Ellingson: Wished everyone a Happy New Year. Asked if the department has inspected all our vehicles to ensure there are no other issues. Specifically asked that we check the injection pumps since there has been an increase of problems.

Commissioner Ingalls: Wished everyone a Happy New Year.

Commissioner Milton: Clarified that we are not purchasing a new engine but going to re-chassis the one with the blown up engine which would be a savings of about \$20,000.00. Commissioner Milton also complimented the crews for the amazing job during the adverse weather conditions.

Chief Gillard: Also complemented the crews for running so many calls. Due to the severe ice, there was one minor collision with a citizen's vehicle. No injuries.

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 11, 2023 at 1600 – Organizational Meeting**

KCFCA Monthly Meeting **Tuesday, January 24, 2023 at 1900**

Adjourn: The meeting was adjourned by common consent at 5:16 p.m.

ATTEST:

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