

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**September 13, 2023**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Jeff Uberuaga	Commissioner
Bill Whiteley	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Nichole Sawyers	Administrative Director (AD)
Wendy Luther	Finance Director (FD)	Trevor Holmberg	Firefighter
Kane Fenner	Guest	Kevin Vay	Captain

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

**Approval of agenda:**

Commissioner Ingalls moved to approve the 09/13/2023 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard requested an addition to Informational Items; Kitsap County Comprehensive Plan Update. Motion was carried with a unanimous vote to approve the 09/13/2023 agenda with the requested amendment. Passed. Kitsap County Comprehensive Plan Update added to information item #6.

**Public Comment:** There was no public in attendance. Mr. Fenner joined later in the meeting.

**Executive Session:** At 4:01 pm Chief Gillard requested a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee and RCW 42.30.140 relating to collective bargaining issues and negotiations following the conclusion of the regular meeting. At 6:18 pm Commissioner Ingalls called a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee and RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:28 pm. At 6:28 pm Commissioner Ingalls 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. August 23, 2023 Regular Meeting Minutes
  - b. Vouchers

Commissioner Ellingson moved to approve the 09/13/2023 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 09/13/2023 consent agenda. Passed.

**Discussion Items:**

1. **Aerial Device** – Chief Gillard discussed the capital improvement plan in regards to the purchase of an aerial device. Chief Gillard explained the strategic planning and cost benefits to purchasing such a device which will be more thoroughly explained at the next regular meeting. The purpose of purchasing an aerial device is to be able to accommodate the current and future growth of our District and having apparatus that will be able to respond to taller buildings. DC Russell presented the board three different options the District will be considering for the next fleet addition. DC Russell described the differences between a basic fire engine, ladder truck and a quint. DC Russell also discussed how using other fire districts' apparatus is an option, but could greatly affect service times and overall outcomes in a large-scale event. The District is looking at purchasing a quint fire truck that combines the equipment capabilities of a ladder truck, pump system, and fire engine all in one. With most

buildings under or being approved at 72ft in height, this would be the ideal option for the District. The current cost for a quint fire truck is about \$1.4 million dollars.

Commissioner Ellingson asked if the lifecycle cost would be associated with the quote that would be presented to the board. Also asked, if this apparatus would only be used on certain calls. DC Russell stated the District would have it in service like other apparatus but that it would receive less wear and tear with Station 76 opening next year. It was also asked if impact fees could be used to cover any costs. Chief Gillard is still looking at funding options to include lease, impact fees, grants and capital funds. Commissioner Ingalls asked how our neighboring districts utilize their apparatus. DC Russell stated Central Kitsap Fire & Rescue use their aerial device for a specific function. Bainbridge Island Fire Department also has a ladder truck, but are looking to purchase a different device. Commissioner Ingalls requested there be more information on purchasing and leasing options at the next meeting. Commissioner Milton asked if the weight of the future apparatus has been considered to ensure there would be no service delays. Chief Russell stated there would be more information at the presentation from the fleet department. The commissioners would also like comparable maintenance costs between ladders and aerial devices and what the neighboring districts are paying for these costs. Commissioner Milton also asked if there would be the ability to purchase with other departments as a shared apparatus. Chief Gillard stated it has been informally discussed with the other departments but there was not enough interest, and also some additional concerns as to response times. Commissioner Uberuaga commented that plan reviews should ensure that fire apparatus are able to get to all aspects of new buildings being built. Chief Gillard stated the Suquamish Tribe will be granting the District \$20,000, to purchase a CPR device. Commissioner Uberuaga asked about the training on the new apparatus. DC Russell stated that there is a lot of training to be involved.

2. **Station Security Policy** – Chief Gillard discussed the “1<sup>st</sup> amendment audits” that have been circulating in the region. Chief Gillard wanted to update the Station Security Policy. The draft policy presented defines non-public vs. public areas, sign usage and the policies surrounding security surveillance and audio recording. Commissioner Whiteley made some suggestions to the verbiage in paragraph two. Commissioner Ellingson would like to see a final draft prior to approval. Commissioner Uberuaga said to move forward ordering signage.
3. **Kitsap County Department of Emergency Management ILA** – Chief Gillard discussed the use agreement and has forwarded some corrections. Chief Gillard would request the board review the agreement and hopes to have a final version available at the next board meeting.

#### **Informational Items:**

1. **Staffing/Hiring Update** – AD Sawyers updated the board on the current hiring status. Travis Guinta started employment 9/11/2023 as a FF/EMT who transferred from Scottsdale, AZ. A job offer was presented to another FF/Paramedic from Scottsdale who has started the pre-employment process. FF/Paramedic Jeremy Rosenau has taken a position with Tacoma Fire and will be leaving the District 9/18/2023. The District currently has four employees on injury leave. The District brought on four new volunteers, three of which have begun EMT School.
2. **Station 76** – Chief Gillard met with the Station 76 architect to discuss the design of the new station. The team also attended a pre-application meeting with the City of Poulsbo to work through the permit process for Station 76. There was concern about the amount of dirt work and storm-water mitigation. Commissioner Ingalls asked if there was any concern regarding road access. Chief Gillard stated that there was a traffic engineer present who commented there does not need to be an intersection but a traffic control device would be recommended. Commissioner Milton asked if the District is looking to have a deeper bay to allow the future staging of apparatus. Chief Gillard stated future growth of the District is being considered in the design process.
3. **Facilities** – Chief Gillard commented how Facility Manager Pickard is doing well and getting many projects completed. The Station 72 restrooms are currently being updated by the facility manager. Chief Gillard also commented on the wonderful work Groundskeeper Haley has been doing as our temporary seasonal groundskeeper. Commissioner Milton asked if the current facility manager would be involved in Station 76. Chief

Gillard stated he will be involved towards the end. Commissioner Ellingson commented on how great the stations are looking.

4. **Apparatus** –Chief Gillard stated the E-One engine should be delivered to Yakima in the next few weeks for a final fitting. Three weeks ago, another medic unit had a failed engine. We have six units with two out of service. To get the unit in service quickly it will cost the District at least \$30,000, or the District can re-chassis the unit which would give the District better overall savings. Commissioner Uberuaga stated it may be time to look away from diesel engines and look into alternatives. Commissioner Ellingson also asked if the District has contacted the manufacturer. Chief Gillard stated these are older units and there is no warranty. Commissioner Milton asked what the actual mileage was on them, and also suggested looking into leasing vs. purchasing. Commissioner Milton asked about the current status of the District marine units. Chief Gillard stated we have two in good condition, with the smaller marine unit being replaced in the next few years per the capital improvement plan. There will be recommendations for the boathouse in the near future. Commissioner Milton asked about obtaining a new all-terrain vehicle. Chief Gillard stated that this is forecasted in the capital improvement plan, but has been put on hold.
5. **CARES**-Chief Gillard discussed the \$25,000.00 fall prevention grant. This fall prevention program is designed to allow any person who experiences a fall to be eligible to receive a direct prescription for physical therapy. Chief Gillard stated they are still discussing contract terms and District requirements. There are multiple grants pending review. Chief Gillard stated the District is still working on a plan with St. Michael's on the concept of inter-mobile care.
6. **Kitsap County Comprehensive Plan**- Chief Gillard discussed the County plan to meet the growth potential. There are some concerns with the language in this document in regard to fire districts. The current plan does not articulate the needs of the Districts and has inaccurate information and data. The County Fire Chiefs are looking into updating this document.

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

**Commissioner Milton:** Asked about the county-wide transportation rate increase. Chief Gillard is working with North Kitsap Fire & Rescue and Bainbridge Island Fire Department to work on a plan to recommend a five-year rate progression increase instead of an instantaneous increase. Each District handles billing procedures differently. Commissioner Milton also asked about transporting patients to alternate destinations such as urgent care facilities. Chief Gillard stated the District is unable to be compensated for transfers unless associated with the hospital.

**Commissioner Whitely:** complimented the crews and their diligence to their work.

**Commissioner Ellingson** – Attended a Kitsap 911 board meeting in the last week. The board welcomed the new Kitsap County Commissioner Christine Rolfes. The 2024 meeting schedule is coming out and it was suggested to conduct a budget workshop. Still waiting on the selection of a radio manufacturer.

**FF Holmberg**-thanked the commissioners for their support and gave appreciation to their support for staffing and safety. FF Holmberg also gave praise to Fleet Manager Brett Annear for winning the Washington State Chiefs Emergency Vehicle Technician of the year.

**AD Sawyers:** The District is working with PNWMotion to create an updated department video; filming begins next week. Administrative Specialist Roubideaux has been sending out cards to patients we serve, mostly positive feedback.

**Commissioner Milton:** Asked about the burn complaint from last year. DC Russel the complaint has been resolved and there has not been any other inquiries.

**Chief Gillard:** Fleet Manager Annear also nominated Fleet Technician Mark Bartholomew for the Washington State Chiefs Emergency Vehicle Technician of the Year award, both which are deserving of the award.. Battalion Chief (BC) Rahl is presenting Fleet Manager Annear with the award in Wenatchee. Chief Gillard also reminded the board that Santa is coming! BC Rahl is starting to plan that event, which is usually well attended by our community. Captain Gillanders was also invited through Impact Northwest to lead a presentation about emergency communication systems in third-world countries. Chief Gillard commented on how amazing the personnel are at Poulsbo Fire.

**Commissioner Milton:** Commented on the outstanding work DC Russell has done regarding incident management and planning.

**Public Comment:**

**Kane Fenner:** Introduced himself and discussed how his company is planning to build 130 units at three levels high. He thanks the department for their involvement in the community and appreciates the work that the District does. Fenner understands the importance of fees, however as fees increase and multiply, it creates more burden and can affect affordable housing. Fenner has done business throughout the Poulsbo community and appreciates what the crews have done. He looks forward to learning about fee proposals.

**Good of the order:**

Next Regular Meeting, **Wednesday, September 27, 2023 at 4:00 pm**

Kitsap County Fire Commissioners Meeting, **Tuesday, September 26, 2023 7:00 pm via Zoom**

District Open Houses:

**October 7, 2023 @ Station 71:** 9:00 am-11:00 am

**October 14, 2023 @ Station 77:** 09:00 am-11:00 am

**October 17, 2023 @ Station 73:** 5:00 pm-6:30 pm

**October 21, 2023 @ Station 72:** 9:00 am-11:00 am

**Adjourn:** The meeting was adjourned by common consent at 6:29 pm.

**ATTEST:**

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