

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
September 27, 2023  
Poulsbo Fire Department  
Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Jeff Uberuaga	Commissioner
William Whiteley	Commissioner (Excused)	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Wendy Luther	Finance Director (FD)
Carissa Robideaux	Administrative Specialist	Mark Bartholomew	Fleet Mechanic (FM)
Bruce Lowrie	Lieutenant	Kevin Vay	Captain
Trevor Holmberg	Firefighter (FF)		

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 09/27/2023 agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 09/27/2023 agenda. Passed.

**Public Comment:** There was no public in attendance.

**Executive Session:** At 4:01 p.m. Chief Gillard requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations following the conclusion of the regular meeting. At 5:57 p.m., Commissioner Ingalls called a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:07 p.m. At 6:07 p.m., 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. September 13, 2023 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (September)

Commissioner Ellingson moved to approve the 09/27/2023 consent agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 09/27/2023 consent agenda. Passed.

**2. Commissioner Payroll (September)**

Commissioner Ellingson moved to approve the September Commissioner Payroll in the amount of \$1,408.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the September Commissioner Payroll in the amount of \$1,408.00. Passed.

3. **Policy 9040 – Station Safety and Security** – provides direction on securing public and non-public areas of District stations.

Commissioner Milton moved to approve Policy 9040 – Station Safety and Security. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve Policy 9040 – Station Safety and Security. Passed.

## Discussion Items:

- 1. Engine/Aerial Purchase** - DC Russell reinforced the District's need for a ladder truck. To assist the board in visualizing the benefit of a ladder truck, DC Russell shared several pictures via PowerPoint of what an extended ladder looks like, extended at both 75 ft. and 100 ft. extensions (made possible by utilizing Central Kitsap Fire & Rescue's (CKFR) 100 ft. ladder truck) in relation to various buildings within the community, namely Home Depot, Fairfield Inn and a townhome development. DC Russell stated a ladder truck would serve to manage our risk while taking into account future growth within the district. The safety benefits in the use of a ladder truck as opposed to a ground ladder were also noted.

Fleet Mechanic Bartholomew discussed the anticipated impact a ladder truck who have as it relates to the cost in maintenance. Routine maintenance on our current Engine is currently \$2.80 per mile. Per CKFR, the forecasted maintenance (for a 100 ft. ladder truck) is \$6.00 per mile. The majority of maintenance will be able to be maintained in-house. Maintenance downtime for the new apparatus is estimated to be between 150-200 hours annually. Commissioner Uberuaga asked what the life expectancy is on new engine. FM Bartholomew stated 10 years is a full life expectancy, which DC Russell noted is customary across all apparatus. Chief Gillard shared that the warranty on the ladder truck is for 20 years or 100,000 miles.

Due to the numerous advantages and benefits of preservation of life and property a ladder truck provides, Lieutenant Lowrie would like to proceed with a recommendation to the board to pursue the purchase of a 75 ft. ladder truck. Lt. Lowrie noted he had the opportunity to test drive a 75 ft. ladder truck, which he stated drove and handled just as well if not better than our current engines. The new aerial device would operate with a 10% reserve axle capacity.

Commissioner Milton asked how the ladder truck will be run. DC Russell stated that the ladder truck will be run the same as the Engine at Station 71 does currently. Commissioner Milton and Commissioner Uberuaga stated their concern about running a ladder truck on all calls considering the increased maintenance cost. DC Russell stated that once Station 76 opens, the expected number of calls to Station 71 will go from the current rate of approximately 3,000 calls to 2,400 calls, noting that the calls that put the most mileage on our vehicles out of Station 71, will be routes we will not be running as much once Station 76 opens.

Chief Gillard stated pricing on a 75 ft. quint from E-1 is \$1.45 million, plus tax, which would total \$1.571 million after tax. The district can save \$127,000 utilizing a pre-payment option. FD Luther reported that options to lease a ladder truck have been explored; however, there would be an increased cost of between \$243K-\$551K leasing the ladder truck, versus purchasing. Chief Gillard recommended proceeding with the commitment to purchase due to the rapidly increasing costs of apparatus. Chief Gillard recommended to the board to proceed with a purchase through Sourcewell of a 75 ft. Quint from E-1 with a purchase price not to exceed \$1.6 million.

Commissioner Ellingson moved to approve the recommendation from Chief Gillard to proceed with a purchase through Sourcewell of a 75 ft. Quint from E-One with a purchase price not to exceed \$1.6 million. Commissioner Milton seconded. Motion was carried with a unanimous vote to proceed with a purchase through Sourcewell of a 75 ft. Quint from E-One with a purchase price not to exceed \$1.6 million. Passed.

Commissioner Ellingson moved to amend the approved September Commissioner Payroll from the amount of \$1,408.00 to be corrected to \$1,536.00 to account for Commissioner Uberuaga arriving late to the meeting. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the revised September Commissioner Payroll in the amount of \$1,536.00. Passed.

- 2. Kitsap Department Emergency Management Interlocal Agreement (ILA) – Emergency Supply Storage** – The District has not provided an updated ILA, so there is no item to take action on at this time.

- 3. Kitsap County - Aging and Long Term Care ILA - Fall Prevention Grant** – Chief Gillard reported that the District has been awarded a \$25K Fall Prevention Grant. Chief Gillard would like to utilize the CARES teams as well as light-duty firefighters as staffing for this grant. Chief Gillard recommends the board accept and approve the Kitsap County Aging and Long-Term Care ILA.

Commissioner Ellingson moved to approve and accept the agreement with Kitsap County Aging and Long Term Care ILA – Fall Prevention Grant. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the Kitsap County Aging and Long Term Care ILA – Fall Prevention Grant. Passed.

- 4. Salish Behavioral Health Organization Grant - 2024 CARES Level of Service** – Chief Gillard stated the District has been awarded an 18-month grant totaling \$185K. \$180K is designated for a social worker, and 5K for a records management system. The ILA and contract is not yet available for review. Chief Gillard believes the district should be able to staff two full-time social workers due to multiple grants being received.
- 5. October 25<sup>th</sup> Meeting Reschedule** – Chief Gillard stated due to the WFOA Annual Conference being held October 25<sup>th</sup>, 2023–October 28, 2023, he would like to reschedule the October 25<sup>th</sup> regular meeting to a different day, agreeable to the Board.

Commissioner Milton moved to reschedule the October 25<sup>th</sup>, 2023 regular meeting of the Kitsap County Fire District #18 from October 25<sup>th</sup> at 1600 to October 23<sup>rd</sup>, 2023 at 1600. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the October 25<sup>th</sup>, 2023 regular meeting of the Kitsap County Fire District #18 from October 25<sup>th</sup> at 1600 to October 23<sup>rd</sup>, 2023 at 1600. Passed.

#### **Informational Items:**

- 1. Financial Report** – FD Luther stated the District’s interest rate for the month of August was 2.61%. Also, the Suquamish Mitigation Grant will allow the tribe to purchase requested equipment on behalf of the District. As per the auditor, the District can simply put a disclosure in our financial statements when equipment is donated.
- 2. Overtime Report** - Net overtime is \$68,240. Received \$18,500 in reimbursements in August. DC Russell stated the large overtime costs in August were attributed to many factors such as four firefighters off on long-term injury, new injuries, new hires onboarding, and a recent COVID resurgence. Presently, we have spent just under 50% of our overtime budget for the year.
- 3. Operations Report** – DC Russell stated in August we responded to 356 incidents. Mutual aid was provided 52 times and mutual aid was received 45 times. He noted he was pleased with the small number of Very few brush fires given the extremely dry season we’ve had speaks to the strong community responsibility we have.
- 4. Station 76 Report** – Chief Gillard reported the site plans and building footprint and floor plan for the first and second floors have been completed, which included requirements for proper slope and entry onto Viking Ave. Bids have begun from various contractors. The bids should be returned by next Thursday, 10/5/23. After a meeting with the City for a pre-application, it was revealed the two plots of land will likely need to be combined.
- 5. County Comprehensive Plan** – Chief Gillard met with two local developers regarding impact mitigation fees to explain why we are considering the fees: should citizens bear the cost, or should developers contribute to offset costs. A draft form has been completed for code requirements, sprinklers, impact fees, etc. Chief Gillard shared that growth projections for Poulsbo are expected to increase about 50%, and the employment base to increase up to 60% in the next 20 years.
- 6. District Branding** – Chief Gillard expressed he would like to have a more uniformed logo branding to provide for a more consistent theme. This would include resigning at stations, placing the same logo on all apparatus, as well as utilizing the logo on basic uniform t-shirts. The designs will be reviewed by the labor board and the culture committee for further review and feedback. Thanks to FF Holmberg for executing and putting together the logos.

**Commissioner and Staff Comments:**

**Chief Gillard** – always good to answer hard questions to justify expenditures when spending taxpayer money that will benefit the public.

**Commissioner Ellingson** – summarized topics of discussion from the Kitsap County Fire Commissioners Meeting. He noted that the Kitsap County Fire Commissioners Meeting originally scheduled for Tuesday, October 24, 2023 at 1900 via Zoom has now been rescheduled to Monday, October 30<sup>th</sup>. The status of the burn ban will be discussed and reviewed on 9/28/23. Kitsap 911 received approval for frequencies that will be utilized for radio communications. Commissioner Ellingson campaigned for himself for the position of Kitsap County Fire Commissioner President, for which he is currently running.

**Commissioner Milton** – would like to encourage the Board to support Commissioner Ellingson in his run for the position of Kitsap County Fire Commissioner President.

**DC Russell** – thanks the Board for their patience and well-thought-out questions during the ladder truck process.

**FF Holmberg** – thank you to the Board for the support and approval of the purchase of a ladder truck.

**Public Comment:** No public in attendance.

**Good of the order:**

Station Open House Dates **October 7, 2023, Station 71, 0900-1100; October 14, 2023, Station 77, 0900-1100;**

**October 17, 2023, Station 73, 1700-1830; October 21, 2023, Station 72, 0900-1100**

Next Regular Meeting **Wednesday, October 11, 2023 at 1600**

Kitsap County Fire Commissioners Meeting, **Monday, October 30, 2023 at 1900 via Zoom™**

WFCA Annual Conference, **October 25, 2023 to October 28, 2023 at Tulalip Resort**

**Adjourn:** The meeting was adjourned by common consent at 5:57 p.m.

**ATTEST:**

---

Carissa Robideaux in Lieu of Nichole L. Sawyers, KCFD #18 Secretary to the Board