

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
October 11, 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)
Kevin Vay	Staff	Trevor Holmberg	Staff

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 10/11/2023 agenda. Commissioner Milton seconded. Commissioner Ellingson requested to add Firefighter Technical Review to the agenda. Motion was carried with a unanimous vote to approve the 10/11/2023 agenda with the addition. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:01 p.m. Chief Gillard requested a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to review the performance of an employee following the conclusion of the regular meeting. At 5:46 p.m., Commissioner Ingalls called a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to review the performance of an employee set to run until 6:01 p.m. At 6:01 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 27, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 10/11/2023 Consent Agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 10/11/2023 Consent Agenda. Passed.

2. **WFCA Proxy** – AD Sawyers stated that each active member unable to attend a membership meeting that is to be held at the WFCA conference may authorize such member's vote to be cast by proxy. Commissioner Ingalls and Commissioner Uberuaga approved Commissioner Milton to vote by proxy.

Discussion Items:

1. **Station 76** - Chief Gillard met with the design and contract team the past week. The proposed budget for the Station 76 Project far exceeded the amount set for guaranteed maximum price by three million dollars. The District is working with Hill Associates to determine if the overage can be reduced. Some of the concerns are: overestimation of work to be completed, underestimation of overall cost per square foot, and the size of the proposed station. The District will be conducting additional meetings to determine if the project will be feasible to continue. Chief Gillard discussed different options to utilize the bond funds if needed.

2. **Impact Fees** - Chief Gillard discussed the future of impact fees and the importance that they are balanced and fair in the District moving forward. The District needs to create a comprehensive plan that details large renovations, growth, and required improvements for the next twenty years. Chief Gillard discussed different methods that may be used to create a fee structure. Chief Gillard stated that revenue from the impact fees would only be used towards District needs related to growth. Commissioner Ellingson asked if there was a reason not to pursue them. Chief Gillard stated that we should pursue additional revenue to help elevate the burden on the taxpayers. The board unanimously agrees that the District should continue to look at impact mitigation fees as an option for revenue.
3. **2024 Budget** - FD Luther discussed the outline of the 2024 budget proposal for review. The District is looking at a seven percent increase in expenditures that include salary increases and CARES contract funding. FD Luther has requested the board to review the proposed budget and bring any questions to the next meeting for discussion. Commissioner Ingalls asked about buyback amounts. Commissioner Milton inquired about the medic unit shortage and the District's plan. Chief Gillard stated that we would be sending the medic unit that is out of service for a re-chassis, but will need to look at getting a new unit in the future. Commissioner Milton asked about the future of gas vs diesel. Chief Gillard stated that Fleet Manager Annear is looking at different options. Commissioner Ingalls asked about the proposed overtime budget forecast for 2024. FD Luther stated there was an error in the budget and that she would have it corrected at the next meeting.

Informational Items:

1. **Staffing/Hiring Update** – AD Sawyers updated the board on the current hiring/staffing. Austin Hendricks was offered and accepted a Firefighter/Paramedic position and will be starting December 4, 2023. The District also extended the agreement for our temporary, seasonal groundskeeper for an additional four weeks. AD Sawyers stated the District currently has four employees on injury leave, three of which are on-the-job injuries.
2. **Facilities** – Chief Gillard will have an update on the Station 72 remodel at the next meeting.
3. **Apparatus** – Chief Gillard stated the new E-One fire engine is here and getting prepared to be put into service. Moving forward with purchasing from Sourcewell to purchase an aerial device was approved at the last meeting. Chief Gillard asked the board to revisit the possibility of pre-purchasing vs. waiting. Chief Gillard stated there could be substantial savings by purchasing now. Commissioner Ingalls asked if the price would be locked in if the District committed to a pre-payment. Chief Gillard stated he will review the purchase agreement and validate the security of the funds. Commissioner Ellingson stated that the inflationary cost by waiting could cause a large increase if we wait to purchase. Commissioner Uberuaga asked if the District decides to pre-pay, could the District be reimbursed in the event we find something else. Chief Gillard is going to research the answers to the board's questions. The board would like to approve the pre-purchase of the apparatus but would like to have the answers to the questions prior to signing any contract. The board will approve by email once the questions are answered.
4. **CARES** – Chief Gillard stated that we are working with other Districts on the future of the CARES program. Chief Gillard should be finding out if the District was approved for a grant to fund a social worker for the CARES program in 2024.
5. **Decision Point** – The District would like to add a third investment company for its personnel. Decision Point is used with neighboring districts and would allow for District personnel to have an additional option for their Deferred Compensation Plan.

Commissioner Whiteley moved to authorize Chief Gillard to sign a contract with Decision Point/Spectrum based on the information provided. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign a contract with Decision Point/Spectrum based on the information provided. Passed.

6. **Firefighter Technical Review** - Commissioner Ellingson discussed several findings from the recent technical review with Labor and Industries. Some findings mentioned were lack of training and knowledge with confined spaces, and respiratory program issues. Commissioner Ellingson also commented on the importance of commissioners being aware of deficiencies and acting upon them when brought to their attention.

Commissioner and Staff Comments:

Commissioner Whiteley: Commented that more people need to know about the work that the department is doing, even sharing on social media.

Commissioner Milton: Made the comment that if the District is going to spend 1.6 million dollars on an item there should be a guarantee that we get the item we pay for, and on time. Commissioner Milton also asked about flagged residences and county protocols. Commissioner Milton also stated the Commissioner Ellingson will be running for a District 9 position with the WFCA and would like to wish him luck as he would be a great addition.

Commissioner Ingalls: **Station 71** Open House was well attended last Saturday. Commented that he looked at the new engine, and will be attending the next meeting via Zoom.

AD Sawyers: If anyone plans to bring a guest to any of the meals at the upcoming WFCA conference, they should purchase meal tickets through the link provided via email last week.

Chief Gillard: The next meeting is Monday, October 23rd. Gave credit to the crews for the open houses and great job to Battalion Chief Rahl. Chief Gillard also commented that Captain Gillanders will be speaking in Germany about emergency medical services and highlighted the great people we have working at Poulsbo Fire. Chief Gillard also stated that the fire service in general is being affected by high costs, delivery times with fire apparatus, costs, and behavioral health issues.

DC Russell: Discussed some significant events the crews responded to over the last two weeks. There were a few motor vehicle accidents and one homicide.

Public Comment: No public in attendance.

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Station Open House Dates **October 14, 2023, Station 77, 0900-1100; October 17, 2023, Station 73, 1700-1830; October 21, 2023, Station 72, 0900-1100**

Next Regular Meeting **Monday, October 23, 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 6:02 p.m.

ATTEST:

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