

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
October 23, 2023
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

| | | | |
|------------------|-------------------|---------------|-----------------------|
| David Ellingson | Commissioner | Darryl Milton | Commissioner |
| Jim Ingalls | Commissioner | Jeff Uberuaga | Commissioner |
| William Whiteley | Commissioner | Jim Gillard | Fire Chief |
| Jeff Russell | Deputy Chief (DC) | Wendy Luther | Finance Director (FD) |
| Brian Ramey | Captain | Chris Rahl | Battalion Chief (BC) |

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

Approval of agenda:

Commissioner Uberuaga moved to approve the 10/23/2023 agenda. Commissioner Ingalls seconded. Commissioner Milton stated there is a typo in the order of the discussion items. Discussion item number four should be broken into two topics. Discussion item four will be, "2024 Budget" and Discussion item number five is, "Emergency Response Modeling Software." Motion was carried with a unanimous vote to approve the 10/23/2023 agenda adjusting the typo. Passed.

Public Comment: There was no public in attendance.

Executive Session: At 4:01 p.m. Chief Gillard requested a 20-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 5:50 p.m., Commissioner Milton called a 20-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 6:10 p.m. At 6:10 p.m., Commissioner Milton 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. October 11, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (October)

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

2. **Commissioner Payroll (October)** – Commissioner Ellingson reviewed the time sheets submitted by the commissioners for the month of October.

Commissioner Ellingson moved to approve the Commissioner Payroll in the amount of \$1,792.00 for the month of October. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the Commissioner Payroll in the amount of \$1,792.00 for the month of October. Passed.

3. **Resolution 23-09 EMS Billing Fees**-Chief Gillard discussed EMS billing fees. The District will be increasing these fees to catch up with inflation and other local districts. The EMS billing rates have not been updated since 2013. The District would like to adopt new fees with a slow annual increase for the next three years.

Commissioner Ellingson moved to adopt Resolution 23-09 EMS Billing Fees. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Resolution 23-09 EMS Billing Fees. Passed.

Discussion Items:

- 1. Marine 74 Presentation** – Captain Ramey presented to the board information pertaining to the District boathouse used to stow Marine 74. Captain Ramey is the current marine program manager. The current condition of the boathouse is in critical condition. Captain Ramey stated the foundation is weakening and the materials are diminishing. Captain Ramey also commented that it is a safety risk for personnel. In 2018 it would have cost the district about \$35,000.00 to renovate the boathouse, current quotes today have caused the cost to double in price. The District has already had to conduct a partial replacement due to material failure. Renovating the boathouse would increase safety for crews, ensure more security for the unit, ensures environmental safety and reduces time spent on maintenance and wear and tear on the unit. Commissioner Milton asked about using a cover instead of a boathouse. Captain Ramey stated a cover would reduce the amount of maintenance but would not resolve some of the other issues such as security and storage. Commissioner Ingalls asked the cost of a newer boathouse vs. repairs. Captain Ramey stated the quoted repairs would be about \$62,000.00 but had not researched the purchasing of a new boathouse. Commissioner Uberuaga is in support of an updated boathouse and would like to see other options for bids. Commissioner Ellingson also asked if there are any permits required for this type of work. Captain Ramey stated that he thinks with this being a refurbishment/upgrade a permit should not be required. The board concurs that we should move forward in getting the boat house updated.
- 2. Station 76**-Chief Gillard updated the board on the current status of the Station 76 Project. Since the last board of commissioner meeting, the District has met with the project team to discuss the current hurdles of creating estimates and obtaining a budget that is in line with the guaranteed maximum price The District is looking at adjusting the site plan to help reduce cost, but is concerned how response times could be affected. The site preparation of the future station is the most costly expenditure coming in around \$600,000.00. There are still some challenges the District needs to get through to get the cost down to move past Phase One with this project.
- 3. Impact Mitigation Fees** - Chief Gillard discussed the future of impact fees. The District is moving forward with impact fees to reduce the burden to tax payers and to assist the department with funding pertaining to growth. Chief Gillard is drafting a comprehensive plan covering capital improvements for the next twenty years and working on sample fee schedules that would be moderate, and highlight where the funds from the impact fees would go. Chief Gillard would only want impact fees to cover capital improvements that are associated with growth not remodels or maintenance. Impact fees could potentially be used for purchasing apparatus using the same methodology. Chief Gillard asked the board what should be included in the capital improvement plan. Commissioner Ellingson agrees that any impact fees that are collected should only be spent on items pertaining to growth, and fees should also be increased for certain circumstances such as height of buildings and differences between residential and multi-family dwelling units. Discounts were also discussed that could be included such as sprinkler system installation. Commissioner Ingalls asked how impact fees would be fairly assessed, and expressed some concern how fees would be charged based on UGA and City Limits, and where a majority of the capital improvement plan will be used. Commissioner Milton asked if the capital improvement plan can be modified in the future. Chief Gillard stated that capital improvement plans are reviewed frequently.
- 4. 2024 Budget**-FD Luther discussed the current proposed budget for 2024 for expenditures. The board had no comments on what has been proposed. Public Hearing to be held on November 8, 2023 for the 2024 budget adoption.
- 5. Emergency Response Modeling Software** – Chief Gillard explained to the board that the county chiefs have been discussing some improvements for analytics and predictive software. Emergency response modeling software can help the District identify future station needs, staffing models, and apparatus stowage locations with the overall goal of reducing calls. This would be a countywide program. Central Kitsap Fire & Rescue would be hosting the contract. The District would be paying \$10k per year starting in 2025, for five years. The startup fee would be covered by Kitsap 911 due to an overage on a previous project. Chief Gillard stated the contract would have an opt-out option. The board supports the District on this purchase.

6. **Kitsap Risk Management Group (KRMG) ILA Update**-Chief Gillard presented the Kitsap Risk Management Group Interlocal agreement to the board. The board had no comments.

Commissioner Ellingson moved to authorize Chief Gillard to sign the KRMG ILA as presented. Commissioner Whiteley seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the KRMG ILA as presented. Passed.

Informational Items:

1. **Financial Report** – FD Luther started to see tax income, all looks good so far. No concerns.
2. **Overtime Report**-DC Russell spent 52 percent of the 2023 overtime budget so far.
3. **Operations Report**-DC Russell updated the board on the operations report. The District ran 348 calls in the month of September, Last September was about 356. DC Russell expects the call volume to be decreased due to the effectiveness of the CARES team. The District provided mutual aid 30 times and received mutual aid 44 times. DC Russell also commented on some recent significant events. BC Rahl gave a follow-up on a patient that received citizen care. Commissioner Milton commented on the professionalism and expertise that our crews give to their community. DC Russell commended BC Rahl and his crew on his skills and his great work.

Commissioner and Staff Comments:

Commissioner Milton: Commissioner Milton stated that Commissioner Ellingson will be running for a District 9 position with the WFCFA and would like to wish him luck as he would be a great addition.

Commissioner Ingalls: Happy Birthday to Commissioner Uberuaga.

BC Rahl: Commented on the great turnout with the open houses and happy to see the commissioners in attendance.

DC Russell: Concurred with BC Rahl.

Chief Gillard: Chief Gillard thanked BC Rahl for all the work that had been done for the open house events. The District is working on a Memorandum of Understanding with the bargaining unit and the CARES program. The District is moving forward with the aerial device purchase, but need to decide if we will be pre-paying for the apparatus. Cascade Fire and Safety has adjusted their contract to ensure all concerns of the board have been addressed such as looking to prepay with a bond payment. Commissioner Milton asked about adding a clause/penalty should the apparatus be delivered late to the District. Chief Gillard stated there is no clause/penalty that can be added to the contract for late delivery.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting **Wednesday, November 8, 2023 at 1600**

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

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

Adjourn: The meeting was adjourned by common consent at 6:11 p.m.

ATTEST:

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