

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 08, 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)
Nichole Sawyers	Administrative Director (AD)	Kevin Vay	Captain

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

Approval of agenda:

Commissioner Milton moved to approve the 11/08/2023 agenda. Commissioner Ellingson seconded. Commissioner Milton requested to add *WFCA Conference Overview* listed as Information Item #4. Chief Gillard requested to remove Information Item #3. Motion was carried with a unanimous vote to approve the 11/08/2023 agenda with the proposed amendments. 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 and RCW 42.30.110(1)(g) to review the performance of an employee following the conclusion of the regular meeting. At 5:39 p.m., Commissioner Ingalls called a 10-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 5:49 p.m. At 5:49 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. October 23, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 11/08/2023 Consent Agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 11/08/2023 Consent Agenda. Passed.

Public Hearing-Commissioner Ingalls opened the public hearing at 4:02 p.m. for 15 minutes. The public hearing closed at 4:17 p.m. The regular meeting was re-opened at 4:17 p.m.

1. **2024 Budget Review** –FD Luther went over the 2024 budget, FD Luther stated no changes have been made since the first review. Commissioner Milton asked if commissioner compensation had been included, and if there was a governing document for how compensation is computed. AD Sawyers stated the board has adopted a policy and that she would send the policy out after the meeting.
2. **Resolution 23-10 Fire Levy**-Reviewed Resolution 23-10. No comments.
3. **Resolution 23-11 EMS Levy**-Reviewed Resolution 23-11. No comments.
4. **Resolution 23-12 2024 Budget Adoption**-Reviewed 23-12. No comments.

Commissioner Milton moved to adopt Resolution 23-10 Fire Levy, Resolution 23-11 EMS Levy, and Resolution 23-12, 2024 Budget Adoption. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt all three resolutions as presented. Passed.

Discussion Items:

- 1. Station 76 Update** – Chief Gillard discussed the current status of the Station 76 Project. The design team is still working on site/building plans to get the overall price lower. The District has not decided if Phase Two will be implemented. Administrative and overhead costs are still high and the District is working on trying to get those reduced. Chief Gillard also would like to combine the lots used for Station 76 into a single lot. This would give more options for site locations.

Commissioner Milton moved to authorize the District to combine the lots purchased for Station 76 into a single lot. Commissioner Ellingson seconded. Motion was called with a unanimous vote to authorize the District to combine the lots purchased for Station 76 into a single lot. Passed.

- 2. Impact Mitigation Fees**-Chief Gillard talked to District attorneys about impact mitigation fees. The District is waiting for more information, but has latitude in the structure of the fee schedule. There is no set criteria when establishing a fee schedule. Chief Gillard has researched the County fee schedules for comparisons. Chief Gillard is still working on the capital improvement plan (CIP) and is looking for feedback on what should be incorporated in the CIP. Commissioner Milton is concerned with what the anticipated growth outside of the urban growth area and how that may affect impact fees schedules. Commissioner Milton also stated it would be difficult to determine where a future station would be needed without the statistics driving that decision. Chief Gillard stated the CIP is able to be changed as it is only the District's best guess based on data of today. Chief Gillard also discussed the concerns with tax increment financing and how it is negatively impacting smaller fire districts. Chief Gillard is exploring the idea of a concurrency agreement to help protect the District.
- 3. Staffing/Hiring** – AD Sawyers notified the board that Ms. Antoinette Avery has been separated with the District effective 11/08/2023. Austin Hendricks, a firefighter/paramedic from Scottsdale, AZ is to start December 4, 2023. AD Sawyers also stated that the District currently has four employees out on injury leave, three of which are work-related. The seasonal/temp groundskeeper hire, Bradlee Haley's last day was 11/07/2023. Chief Gillard sent out draft memorandums of understanding (MOU) based on the recent labor negotiation meeting. The first MOU is removing the finance specialist position and adopting two Administrative Specialist positions to higher caliber positions. One position will focus on front office/communication (which is currently filled) and the second on finance/human resources. The bargaining unit leadership has shown support, but needs approval of the board. The second MOU presented was incorporating the Facility Manager position into the non-uniform bargaining unit. The pay scale has been adjusted to reflect current comps. Also in the MOU, it was discussed how the District will continue to provide basic landscaping through contract work to relieve the amount of landscaping work the uniform unit will have to do. Commissioner Milton asked about needing a second set of hands to help the Facility Manager. Chief Gillard stated that hopefully a position can be added to support fleet and facilities in the future. The last MOU was for a Community Support Specialist that would be employed by the District to support the CARES program. The compensation is tied to the Fleet Technician in the non-uniform collective bargaining agreement. It was also discussed how the District would like to look at hiring additional uniformed personnel to help offset attrition and supplement some of employees who are currently on long term leave.
- 4. CARES MOU-This was discussed under item #3.** Chief Gillard stated the District is using two separate grants to fund both the Community Support Specialist position and an additional temporary member to assist with the social service portion. The grants are also shared with South Kitsap Fire & Rescue and Central Kitsap Fire & Rescue. Commissioner Milton asked if this program is going to stay with the fire department. Chief Gillard stated that there is no plan for the CARES program to leave the fire department in the foreseeable future. Commissioner Whiteley commented that St. Michaels Medical Center (SMMC) is saving money by the reduced call volume that CARES is taking on.

Informational Items:

- 1. Facilities** – Chief Gillard stated the District is still working towards a Station 71 upstairs remodel but will be waiting until Station 76 is complete. Chief Gillard also noted that there was an underground oil tank found at Station 71. The District has pumped the tank and it is no longer in use. Prior to next steps, the tank needs to sit empty for three months to ensure there is no leaking.
- 2. Apparatus**-Chief Gillard states the new fire engine is still waiting to be put in service, but is moving forward. Chief Gillard received notification that the re-chassis will not be started until 02/2023 keeping the unit out of service until mid-2024. The fleet team is looking at other options for the second re-chassis and looking at replacing the engine instead. The cost to replace the engine is about \$30,000.00-\$40,000.00. Commissioner Milton asked about leasing over purchasing a new engine. Chief Gillard stated he is looking at purchasing a stock or used unit. Chief Gillard stated we are looking at any options to get a medic unit regardless of gas type. Chief Gillard stated that we have the option to use other District's medic units if needed. Commissioner Ellingson stated there are fleet companies that are willing to retrofit and remanufacture/re-warranty engines.
- 3. Joint Management Group (JMG)**-Moved to the next meeting.
- 4. WFOA Conference**-Commissioner Milton wanted to comment on the educational portions from the conference to include the TIFF conversations. Commissioner Milton commented that Commissioner Ellingson will represent the District well as Region 9 Director.

Commissioner and Staff Comments:

Commissioner Milton: Commented on the divert status from SMMC over the weekend. Chief Gillard stated that staffing has not been an issue with SMMC, just a large amount of patients. DC Russell commented that at least SMMC went on divert vs. extremely long wait times.

Commissioner Uberuaga: Expressed concern over personal experiences, and that SMMC is having staffing issues. Chief Gillard stated that he would look into the wait times.

Commissioner Whiteley: Asked about bi-north and tri-north meetings and asked when that would happen again. Chief Gillard stated they are held by request of the commissioners.

FD Luther: stated the bi-annual audit is getting started and commissioners are invited to attend an introduction meeting to be held on Monday, November 13, 2023.

Captain Vay: Stated that he and FF/Holmberg were re-elected for another term in their bargaining unit.

AD Sawyers: Stated that the annual commissioner holiday brunch will be December 9, 2023 at Clearwater Resort at 11:00 a.m.

Chief Gillard-Thanked AD Sawyers and Administrative Specialist Robideaux for their work last week putting together a well-attended benefits fair for District employees.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting **Wednesday, November 22, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, November 28, 2023 19:00 via Zoom™**

Kitsap County Fire Commissioners Holiday Brunch, **Saturday, December 9th, 2023 1100-1330 Clearwater Resort**

Adjourn: The meeting was adjourned by common consent at 5:50 p.m.

ATTEST:

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