

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 22, 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)		

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

Approval of agenda:

Commissioner Ellingson moved to approve the 11/22/2023 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 11/22/2023 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 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations at the beginning of the regular meeting. At 4:01 p.m., Commissioner Milton called a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 4:16 p.m. At 4:16 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. November 08, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (November)

Commissioner Ellingson moved to approve the 11/22/2023 Consent Agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 11/22/2023 Consent Agenda. Passed.

2. **Commissioner Payroll:** Commissioner Ellingson reviewed the time sheets submitted for the month of October. There was a total of 29 meetings attended with the commissioner payroll totaling \$3,712.00.

Commissioner Ellingson moved to approve the Commissioner Payroll in the amount of \$3,712.00 for the month of November. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the Commissioner Payroll in the amount of \$3,712.00 for the month of November. 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. The site plan is coming along to meet the expectations of the District, we have re-worked the floor plan, site development, and finalizing the budget. Chief Gillard hopes to submit a recommendation to the board at the next meeting. Commissioner Ingalls has asked that Chief Gillard put an updated financial plan together. Commissioner Ingalls stated the discussions are positive and getting close to an

agreement. Chief Gillard is working on the application to combine the property into one as discussed at the 11/08/2023 commissioner meeting.

1. **Impact Mitigation Fees-** Chief Gillard is still working on the Capital Facilities Plan (CFP). The board will need to decide on what is included in the plan directly associated with growth. For example, a station remodel because of the age would not be a capital improvement vs. building a new station, which would be based on growth. Commissioner Milton commented that a twenty-year plan would only benefit if re-examined every six years. The District wants to take a cautioned approach to ensure that fees are only charged for growth-related funds. Chief Gillard commented on the benefits of the growth management plan, which will assist with estimating growth, but it is not guaranteed. Chief Gillard discussed creating a concurrency agreement to help protect the District from extreme growth without the District verifying that services can be provided. Commissioner Ingalls would like more discussion on impact fees, including Station 76, as a part of the CFP. Chief Gillard stated the building of Station 76 has a direct correlation with growth in our fire district. Chief Gillard stated the goal would be to set a fee schedule and re-evaluate after each cycle (six years). Chief Gillard is requesting a preliminary fee schedule to be put together and details on what to include in the CFP. Chief Gillard wanted to clarify that impact fees will be reviewed based on a six-year plan, but the CFP will forecast 20 years out. Commissioner Uberuaga wants to ensure the fee schedule is simple and easy to understand.
2. **MOU(s)/CARES, Facility Manager, Administrative Specialist** – Chief Gillard sent out three memorandum of understanding (MOU) for review. As discussed briefly at the last regular meeting, the District is looking to remove the finance specialist and convert the position to an administrative specialist. The District is looking to hire a community support specialist to coordinate the CARES program internally and to clarify fire prevention responsibilities for the EMT assigned to CARES. The District is also moving the facility manager position into a bargaining unit position.

Commissioner Ellingson moved to authorize Fire Chief Gillard to sign all three MOU's. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to authorize Fire Chief Gillard to sign all three MOU's. Passed.

3. **Staffing/Hiring-** Chief Gillard has asked the board if the District could increase staffing by three full time employees (FTE) above the previously approved staffing plan. With planned attrition coming in 2024 and the amount of long term injuries, the increased staffing will help sustain staffing for 2024 and 2025.

Commissioner Uberuaga moved to approve Fire Chief Gillard's request to increase staffing by three FTE. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve Fire Chief Gillard's request to increase staffing by three FTE. Passed.

4. **2024 Capital Budget-**Chief Gillard discussed the 2024 upcoming capital improvement projects. The board will review and discuss at the next meeting. Commissioner Milton asked if the District would be looking at an electric version of the staff vehicles. Chief Gillard stated all options are being considered for the fleet. Chief Gillard also discussed the status of bunker gear in relation to PFAS concerns. Captain Sommer has been working diligently to improve conditions of the bunker gear to include decontaminating and cleaning options. The District is still working on a resolution concerning uniform pants.

Informational Items:

1. **Financial Report** – FD Luther discussed current financial status for 2023. The District collected 4.8 million dollars in property taxes so far this year. The District has expended 92 percent of the 2023 budget.
2. **Overtime Report**-DC Russell discussed the overtime report. Net overtime was at \$16,000.00 with \$7,050 dollars contributed to overtime. The District has only spent 54% of the projected 2023 overtime budget.
3. **Operations Report**-DC Russell covered the operations report. The District ran 359 calls in October. As the District is approaching winter, the call volume is set to increase. The District ran 17 calls just today. DC Russell also commented on a November 9th call where there was a vehicle in the water, rescue swimmers were onsite to check for pedestrians. The car was determined to be stolen and dumped in the water, no injuries. There was a fatality last week.
4. **Tactical Emergency Medical Services Interlocal Agreements (TEMS ILA)**-Chief Gillard is updating the board on the TEMS ILA which is awaiting attorney review.

Commissioner and Staff Comments:

Commissioner Uberuaga: Happy Thanksgiving!

Commissioner Whiteley: Where do you get information on the Santa Runs? Chief Gillard stated the information is on the District website and District Facebook page. Discussed the First Amendment audit he experienced at his place of work.

Commissioner Ellingson: Discussed the WA state leadership forum and how the fire service may be involved in the development of a technology strategic plan. Kitsap 911 executive meeting was held to discuss the mobile radio program; expecting final approval soon. The microwave project is almost completed. Also wished everyone a Happy Thanksgiving.

AD Sawyers: AD Sawyers stated the new phone system has been installed and working on connection and training.

Chief Gillard: Commented on how well the staff and crews are doing.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting **Wednesday, December 13, 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**

Poulsbo Fire Holiday Party, **Thursday, December 14, 2023 1730 Station 71 App Bay**

Adjourn: The meeting was adjourned by common consent at 6:00 p.m.

ATTEST:

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