

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 13, 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 Ingalls at 4:00 p.m.

Approval of agenda:

Commissioner Ellingson moved to approve the 12/13/2023 agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 12/13/2023 agenda. 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 to be conducted at the end of the regular meeting. At 6:15 p.m., Commissioner Ingalls called a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:30 p.m. At 6:30 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. November 22, 2023 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 12/13/2023 Consent Agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 12/13/2023 Consent Agenda. Passed.

Discussion Items:

1. **Station 76 Update** – Chief Gillard discussed the current status of the Station 76 Project. Chief Gillard discussed the proposed site and elevation plan and the new proposed budget. Commissioner Ellingson stated the District will need to remain engaged in regard to the driveway grade to ensure our crews stay safe when leaving. The original budgeted amount was \$6,036,381.00. After review, the maximum cost the District is requesting to increase the Station 76 budget to \$7,086,084.00. Commissioner Uberuaga asked what the difference in square footage is from the original budget proposal. Chief Gillard stated the original plan was at 5,500 sq. ft. and the updated plan is just over 6,000 sq. feet. The current cost per sq. foot is \$824.52. The District either needs to apply the increase to the Guaranteed Maximum Price (GMP) or the District needs to go out for a re-bid. Commissioner Ingalls asked where the additional funding would come from. Chief Gillard stated some funding will be from reserves and some from the fire levy. After further discussion, Chief Gillard requested the District increase the GMP to 5.7 million dollars vs the previous 4 million, based on increased scope of the project and price escalation.

Commissioner Milton moved to authorize Chief Gillard to adjust the Gaurunteed Maximum Price of the Station 76 project to \$5,700,000.00. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to adjust the Gaurunteed Maximum Price of the Station 76 project to \$5,700,000.00. Passed.

2. **Impact Mitigation Fees-** Chief Gillard presented the board with a draft Capital Facilities Plan (CFP). This document lays out why the District would pursue impact mitigation fees. This plan would cover the next 20 years of capital improvements. The expectation is the CFP is revisited every six years to account for changes to the growth management plan and potential inflation. Chief Gillard shared the desired calculations to use for impact mitigation fees. Commissioner Milton asked how impact fees will affect the entire District not just those who build and reside in the City of Poulsbo. Chief Gillard stated the District would request these fees to be implemented at both the city and county level. Commissioner Milton expressed some hesitation with impact fees and the potential for them not being equal. Commissioner Ingalls also expressed some concern with the calculations and how this could have an impact in the future for both residences and builders. The board requested more time to review the documents presented.
3. **CARES Staffing-** Chief Gillard discussed the status on the CARES staffing. Julie Rogers was offered and accepted a position with Poulsbo Fire as the Community Support Specialist. South Kitsap Fire & Rescue (SKFR), Central Kitsap Fire & Rescue (CKFR) and Poulsbo Fire would like to enter into an interlocal agreement to allow for collaboration and grant fund sharing for 2024 in regards to the CARES programs. SKFR and Poulsbo Fire also need to hire a second behavioral health professional to support the CARES program for 2024 in which grant funding is allowed. The District will be issuing a request for proposals for a behavioral health services agency to provide this staffing for each department with the authorization from the board.

Commissioner Ellingson moved to approve the District to enter an interlocal agreement to collaborate with SKFR and CKFR on the implementation of the Fire CARES programs. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the District to enter an interlocal agreement to collaborate with SKFR and CKFR on the implementation of the Fire CARES programs. Passed.

Commissioner Ellingson moved that the District move forward with the Request for Proposal to obtain a grant-funded social worker for 2024. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote that the District move forward with the Request for Proposal to obtain a grant-funded social worker for 2024. Passed.

4. **2024 Service Level Objective Policy-** Chief Gillard stated per policy, each year the board adopts a service level objective. This document gives the Fire Chief direction for the upcoming year. Chief Gillard will send out a draft in the upcoming week for review. The significant changes to be noted are the amount of employees, the organizational chart, and a section was added to include a temporary timeframe to account for attrition and the prior agreed upon, increase in staffing. Chief Gillard will seek board approval at the January meeting.
5. **Large Donation Acceptance-** DC Russell thanked EMPACT NW for their generous donation to the Fire District. EMPACT NW donated a PEB Enterprise, LLC “Challenger” forcible entry door. This prop will help improve the quality of training for the County.

Commissioner Milton moved to accept the donation from EMPACT NW. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to accept the donation from EMPACT NW. Passed.

- 6. December 27, 2023 Regular Meeting-** Chief Gillard proposed the next regular scheduled meeting for December 27, 2023 be canceled with the upcoming holiday. The board concurred. Therefore, the next board meeting will be January 10, 2024.

Informational Items:

- 1. Staffing/Hiring** – AD Sawyers discussed the current hiring status. As stated earlier, Julie Rogers has accepted a position with Poulsbo Fire as the new Community Support Specialist. Austin Hendricks started December 04, 2023 as our new firefighter/paramedic. There are two recruitments going on, one for the administrative specialist position, and one for firefighter/EMT-B & EMT-P. Currently, there are three employees who are out on injury.
- 2. Facilities-**Chief Gillard discussed the current status of the facilities. The facility manager is attending training and currently managing Station 72 projects.
- 3. Apparatus-** Chief Gillard stated the District is still having mechanical issues with the medic units. One unit is getting a new engine installed. The District had to purchase an engine from Ford and the medic unit should be back in service in the next few weeks. The rechassis that was moved from October 2023 to April 2024 is now scheduled to be completed in February 2024. The second rechassis scheduled to start in early 2024 has been pushed to an unknown date. The District is working on canceling that contract and looking to move to a different company to allow for earlier completion. The District has reached out to other local departments in the event we are short medic units. Commissioner Milton asked if there was a way to purchase insurance on the new engine. Chief Gillard stated the engine will be under warranty with the manufacturer. Commissioner Milton asked the status of the boat house. Chief Gillard stated Captain Ramey is currently getting quotes and he will bring to the board soon.
- 4. Tactical Emergency Medical Services Interlocal Agreements (TEMS ILA)-**Chief Gillard discussed the TEMS agreement. This updated agreement will allow medics who are a part of the TEMS program to be used to provide medical care, not weapon handling. This agreement allows for PFD employees to remain in an employed status when doing work for TEMS. Commissioner Milton suggested the District check in with liability insurance. Commissioner Milton asked if this was for medics on or off duty. Chief Gillard states the intent is the employees conduct this off duty so they do not affect minimum staffing unless there is a significant event, however the District would reimburse wages or pay overtime when they are activated.

Commissioner Ellingson moved to accept the donation from EMPACT NW. Commissioner Milton seconded. Motion was called with a unanimous vote to accept the donation from EMPACT NW. Passed.

- 5. Joint Management Group (JMG)-**Chief Gillard updated the board on the JMG. The District is currently an associate member. There is still work being completed with the bylaws. Chief Gillard just asks that we maintain status as an associate member as there is no cost to the District until there is clarity on the bylaws.

Commissioner and Staff Comments:

Commissioner Whiteley: Merry Christmas to everyone.

Commissioner Milton: The ferry system is struggling to keep boats in service. Commissioner Milton asked how St. Michaels Medical Center is going. Chief Gillard stated they are staying busy, communication seems to be positive, there is still a plan to embed nurses within the CARES program, and money has been allotted to Olympic College to expand their medical programs. Commissioner Milton also commented on the status of Bond and HWY 307 construction. Merry Christmas and happy new year to everyone.

Commissioner Ellingson: thanked the board for their support for the Kitsap County Commissioner election. Last week there was a meeting with Kitsap 911 in regards to the radio contract. There is still some work needed on the contract language before it can get approved. The next meeting is scheduled for next Friday to see if the contract can be approved. There is a new roundabout going in by Paradise Bay Road; there will be a lot of construction. Merry Christmas and happy new year.

Commissioner Ingalls: Thanked the staff

AD Sawyers: meeting in the new year, will need to select a chair, vice chair, and financial officer/auditor, and will need to complete the oath of office for Commissioner Ellingson and Commissioner Uberuaga. December meeting thoughts?

Chief Gillard-Tomorrow, December 14th, is the holiday party.

Public Comment: No public in attendance.

Good of the order:

Next Regular Meeting Wednesday, January 10, 2024 at 16:00

Kitsap County Fire Commissioners Meeting, Tuesday, January 23, 2024 via Zoom

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

Executive Session: At 6:15 p.m., Commissioner Ingalls called a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:30 p.m. At 6:30 p.m., Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken.

Adjourn: The regular meeting was adjourned by common consent at 6:30 p.m.

ATTEST:

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