

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 10, 2024
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
Ian Harkins	Public	Michelle Miller	Public

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

Administer Oath of Office: Commissioner Ingalls administered the Oath of Office to Commissioner Jeff Uberuaga and Commissioner David Ellingson for a 6-year term.

Approval of agenda:

Commissioner Milton moved to approve the 01/10/2024 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 01/10/2024 agenda. Passed.

Public Comment: No comments.

Executive Session: At 4:01 p.m. Chief Gillard requested a 5-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.

Action Items:

1. Annual Organization Meeting

a. Resolution 24-01 2024 Board Positions

Commissioner Ellingson moved to appoint Commissioner Milton to Chairman, Commissioner Uberuaga to Vice Chairman, Commissioner Ellingson as Financial Officer and Nichole Sawyers as the Board Secretary for 2024. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to appoint Commissioner Milton to Chairman, Commissioner Uberuaga to Vice Chairman, Commissioner Ellingson as Financial Officer and Nichole Sawyers as the Board Secretary for 2024. Passed.

b. Resolution 24-02 2024 Board Schedule

Commissioner Ellingson moved to adopt Resolution 24-02 2024 Board Schedule as presented. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to adopt Resolution 24-02 2024 Board Schedule as presented. Passed.

- 2. 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. December 13, 2023 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (December)

Commissioner Ellingson moved to approve the 01/10/2024 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 01/10/2024 Consent Agenda. Passed.

3. Commissioner Payroll (December)

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

4. Resolution 24-03 HRA Non-Represented Exempt Contributions

Commissioner Ellingson moved to approve Resolution 24-03 HRA Non-Represented Exempt Contributions as presented. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the Resolution 24-03 HRA Non-Represented Exempt Contributions as presented. Passed.

- 5. CARES Support Request for Proposal (RFP):** Chief Gillard discussed the RFP to hire a second mental health professional with the grant funds provided to the District. Only one company responded to the RFP. Chief Gillard would like to move forward with a contract with Believe in Recovery to provide CARES support to both Poulsbo Fire Department and South Kitsap Fire & Rescue. Commissioner Milton asked if this will be an employee of Poulsbo Fire. Chief Gillard responded that this would be a contracted employee working with Poulsbo Fire and South Kitsap Fire & Rescue not to exceed 12/31/2024. Commissioner Ellingson asked if there was more detail provided on the administrative costs that were quoted in the RFP. AD Sawyers stated that she would confirm with Believe in Recovery on the costs that are to be included in the administrative fees.

Commissioner Ellingson moved to authorize Chief Gillard to sign a contract with Believe in Recovery, as long as the administrative costs are detailed prior to signing. Commissioner Ingalls seconded. Motion was carried to authorize Chief Gillard to sign a contract with Believe in Recovery, as long as the administrative costs are detailed prior to signing. Passed.

- 6. 2024 Service Level Objectives:** Chief Gillard updated the board on Policy 1040 2024 service level objectives. Some major changes: added to policy statement, discussed full-time employees, a groundskeeper position, and behavioral health. Chief Gillard also stated the policy allows the fire chief to hire six months early to backfill retirements and staffing without going to the board for approval. Commissioner Uberuaga asked if the reported volunteer numbers outlined is representative of the current number of department volunteers. Chief Gillard stated that those numbers are projections and not current.

Commissioner Ingalls moved to adopt Policy 1040 2024 Service Level Objectives as presented. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Policy 1040 2024 Service Level Objectives as presented. Passed.

Discussion Items:

- 1. Station 76 Update** – Chief Gillard discussed the status of the Station 76 Project. The design team has begun working on the fundamentals and getting more details figured out. Still working on identifying the value and role of Hill Associates when we move to phase two. Commissioner Milton requested that Commissioner Ingalls continue to be involved in the management of the Station 76 project. Commissioner Whiteley asked if Hill Associates would be interested in reducing their staff to lower costs.
- 2. Impact Mitigation Fees-** Chief Gillard stated he has a meeting with Kitsap County and the City of Poulsbo in the next few weeks to ensure requirements are met to move forward with impact fees. Chief Gillard met with the Homebuilders Association to understand impacts. The next step in the process is to adopt the Capital Facility Plan (CFP) that has been discussed in the prior board meetings. Chief Gillard also shared some changes based on the meeting with the Homebuilders Association. Some recommendations were obtaining a concurrency agreement, higher reduction for low-income housing, and simplifying wording. Commissioner Milton commented on concerns with current legislation and the future of potential. Chief Gillard states obtaining a concurrency agreement would protect the District. Chief Gillard stated that the state fire chiefs are also working on legislation precluding fire districts from being affected. Commissioner Ingalls reminded the board that the impact fees the District is discussing only pertain to growth of the District, therefore the fees would only to pay for growth. Commissioner

Ingalls asked what the schedule looks like for the implication of these fees. Chief Gillard stated that the District needs to first adopt the CFP, then a resolution to adopt impact fees, create a policy for impact fees, meet with the City of Poulsbo to adopt an ordinance, then look at creating a system for collection.

Public Comment: Ian Harkins with the Kitsap Building Association, requested to see any updated changes from the meeting and is thankful the fire department is seeking input. He thanked Chief Gillard for his involvement.

The CFP is a twenty year plan, last year the District adopted a ten year Capital Improvement Plan (CIP) as an internal document. The CFP only addresses for growth and would be revisited every six years. Impact fees would only be based on the six year plan. Commissioner Uberuaga, asked if this could be adjusted. Chief Gillard stated the board could re-visit the plan earlier if needed in case of unanticipated growth, inflation.

Commissioner Ingalls moved to adopt the 2024-2044 Capital Facility Plan as presented. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt the 2024-2044 Capital Facility Plan as presented. Passed.

- 3. Department Video and Branding:** Chief Gillard discussed changing the branding of the station. New signs, logos and updated department video coming soon. Chief Gillard shared the first version of the department video created by PNWMotion, whom did an outstanding job capturing what the department represents. There are still edits being completed. Commissioner Milton asked if there was a way to get mutual aid in the video and asked about the perspective of not using safety equipment in the video, specifically head gear in the trail scene.

Informational Items:

- 1. Staffing/Hiring** – Chief Gillard updated the board on the current hiring status. Four job offers have been made to fill the administrative specialist-finance/hr, and three Firefighter/EMT spots. An additional offer will be made this evening to help backfill some anticipated loss. AD Sawyers also stated that three of the volunteers that were sent through EMT School have graduated and working on their protocol tests.
- 2. Facilities**-Facility Manger Pickard is working on the Station 72 bathroom remodel project. Commissioner Milton asked the status about the station 71 restroom remodel. Chief Gillard stated that we plan on moving forward with that project once Station 76 is completed. Commissioner Milton asked about the weight of the apparatus vs. the lift assemblies. Chief Gillard stated there have been some new ones ordered. Commissioner Milton asked that we look at using other districts facilities if needed to work on some of these apparatus.
- 3. Apparatus**- Chief Gillard updated the board on the current status of the ordered apparatus. The new engine is still waiting on a radio, we only have one medic unit that is getting rechassisd which should be back next month. The original completion date was supposed to be completed in October 2023. The next scheduled re chassis should be ready in December in 2024. Commissioner Ellingson asked the District to contact Kitsap 911 to get a new radio. Commissioner Milton stated that we should make sure to take time delays into effect when budgeting for future apparatus. Commissioner Milton asked about changing to gas vs. diesel, the fleet management team suggested to keep with the diesel engines vs, the gas. Commissioner Uberuaga asked when the next time the District would order a new medic unit. Chief Gillard stated around 2026.
- 4. Joint Management Group (JMG) Interlocal Agreement (ILA)**-Chief Gillard stated there is no update on the status of the JMG ILA.
- 5. Financial Report:** Finance Director Luther, discussed the November financial report. The final 2023 financial overview will be available by the next board meeting. Commissioner Milton and Commissioner Ellingson commended Finance Director Luther on her wonderful work on the audit that was conducted in 2023.

6. **Operations Report:** DC Russell covered the November operations report. The District responded to 333 calls in November 2023, provided mutual aid during 27 occurrences, and received mutual aid on 33 calls. Call volume is overall down five percent. Commissioner Uberuaga asked if CARES has contributed to the decreased call volume. DC Russell states the CARES program and preventive activities have had a large impact on our call volume. Commissioner Uberuaga asked if the homeless population is increasing or decreasing. DC Russell responded that he is not sure, but could ask if the CARES team has an opinion.
7. **Overtime Report:** DC Russell discussed the November overtime report. The District spent about \$35,000.00 in overtime and received about \$12,000.00 in reimbursements. The district was at 57 percent of the 2023 overtime budget. Commissioner Milton asked for a report on St. Michaels Medical Center. Chief Gillard stated they are super busy, they are fully staffed, but a large patient volume is causing some longer wait times; this is happening statewide. Commissioner Ingalls asked if the Navy Medical Center was an option. Chief Gillard stated not at this time.

Commissioner and Staff Comments:

Commissioner Ingalls: Thanked the board for the last year.

Commissioner Ellingson: Gave thanks to Finance Director Luther on her role in the audit. Shared Department of Natural Resources (DNR) related Labor and Industries (LNI) findings. A member of DNR was operating a chainsaw and received a laceration. Another issue was an operator of a saw was operating the tool incorrectly causing severe injury to the persons leg. Washington Fire Commissioners Association Spring Conference is set for March 23, 2024.

AD Sawyers: Reminded the board that the District will be taking photos 01/31/2024 and 02/01/2024.

Commissioner Milton: Asked about replacing the off-road vehicle. Chief Gillard stated that it is scheduled for replacement, but not for a few years.

Chief Gillard: Commented how busy the crews have been. There were three code saves this year, and a large call volume overall.

Public Comment: No public in attendance. **Guest have left the meeting.**

Good of the order:

Next Regular Meeting **Wednesday, January 24, 2024 at 16:00**

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

Executive Session: At 5:50 p.m., Commissioner Milton called a 5-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 5:55 p.m. At 5:55 p.m., Commissioner Milton closed the executive session and reopened the regular meeting. There was no action taken.

Adjourn: The regular meeting was adjourned by common consent at 5:56 p.m.

ATTEST:

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