

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**January 24, 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)		

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

**Approval of agenda:**

Chief Gillard requested to add Suquamish Tribe Letter of Support and Facility Use to discussion items.

Commissioner Ingalls moved to approve the 01/24/2024 amended agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the amended 01/24/2024 agenda. Passed.

**Public Comment:** 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 to be conducted at the end of the regular meeting.

**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. January 10, 2024 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (December)

Commissioner Ellingson moved to approve the 01/24/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 01/24/2024 Consent Agenda. Passed.

**2. Commissioner Payroll (December)**

Commissioner Ellingson moved to approve the January Commissioner Payroll in the amount of \$2,415.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the January Commissioner Payroll in the amount of \$2,415.00. Passed.

**Discussion Items:**

1. **Station 76 Update** – Chief Gillard discussed the status of the Station 76 Project. The District is still working on the details of the project. The District hopes to have the site plans submitted to the City of Poulsbo by March 1, 2024. The District will be having a community meeting February 15, 2024 from 6:00 pm to 8:00 pm at Station 71. Commissioner Milton requested the community meeting be a Special Meeting. Commissioner Whiteley asked if the District is required to obtain a timber harvesting permit. Chief Gillard is unsure of the specific permits that are needed and will look into it.
2. **Impact Mitigation Fees-** Chief Gillard is still working on impact mitigation fees and the implementation of them. Over the last few weeks, Chief Gillard has received a lot of feedback from the Kitsap County (County) and local

building associations. A draft resolution was provided to the Board to review. The Capital Facility Plan (CFP) has been submitted to the City of Poulsbo (City) and Kitsap County for review. The next step in the process is the Board adopting a resolution outlining the collection of fees and the fee schedule. Chief Gillard is first going to meet with the City and County to ensure the language that is used will mirror what will be used in the ordinances that would need to be adopted next. There will be some differences with the collection of impact fees. The City does not want to collect any money, however the County will collect fees. Chief Gillard will meet with the Director of Community Development and the City of Poulsbo Mayor to discuss further. Commissioner Ingalls asked if there are multiple resolutions needed to ensure both the City and County are covered. Chief Gillard stated the Board owns the resolution which would have to cover how both the City and the County operate. Commissioner Ingalls commented that in 2023 there was 171 homes that were built which would have equated to over \$60,000.00 in impact fee revenue. Chief Gillard stated that the County was not supportive of a concurrency agreement; the County stated the District should be receiving notifications of all applications. Chief Gillard stated that the District is requesting that we be able to confer in with event staffing as service levels could be affected by new construction. Multifamily Tax Exemption (MFTE) was also discussed. Chief Gillard is working around State requirements and ensuring a fee structure that is fair and equitable. Chief Gillard hopes to have a more finalized draft of a resolution by next meeting. Commissioner Milton asked if other fire districts are collecting impact fees. Chief Gillard stated none of the fire districts in the County are collecting fees, but many of the larger fire district in the state are.

- 3. Believe In Recovery Contract:** Chief Gillard commented on the status of the Believe in Recovery Contract. Currently the contract is under attorney review. Chief Gillard requested approval to sign the contract once we have received it back from our attorney.

Commissioner Ellingson moved to authorize Chief Gillard to sign a contract with Believe in Recovery upon legal counsel approval. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign a contract with Believe in Recovery upon legal counsel approval. Passed.
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- 4. Letter Suquamish Tribe:** Chief Gillard would like to write a letter of support that was requested for the Suquamish Tribe to receive a grant for a HVAC system. The board did not have any objections.
- 5. Use of Facilities:** Chief Gillard is working on updating the policy for facility use. Feedback from the Board was requested in regards to the use for commercial purposes. A request was received this week to use the facilities for a BARR class in which they would be charging members of the public to attend. Commissioner Ingalls stated that the District should allow the business to proceed with the facility rental. Commissioner Ellingson did not see any issue with using the District facilities for commercial purposes, but the District will need to have a policy that ensures the types of business align with the image and ethics of the fire department. An updated policy will be presented to the Board soon.

#### Informational Items:

- 1. Staffing/Hiring:** AD Sawyers shared that the folks going through the pre-employment process are scheduled for all testing. AD Sawyers hopes to have them all onboard no later than mid-March. Chief Gillard did offer an additional position to an experienced firefighter due to pending job offers from other agencies made to some of our current employees. Chief Gillard stated these employees are leaving for better pay and schedules that the District can't offer. Commissioner Milton asked how the District is doing with paramedics. Chief Gillard expects to bring on more personnel and is hoping to get more paramedics.
- 2. Apparatus-** Chief Gillard updated the Board on the current status of the ordered apparatus. The new fire engine will hopefully be in service this week. There was a question about some invoices pertaining to a purchased engine. Chief Gillard reminded the Board of an emergent issue with our medic units and the shortage it had caused from earlier last month. The District was able to purchase an engine allowing one of the broken medic units be placed back in service within three weeks. The same medic unit was on the list to receive a re-chassis. Now that there is a new engine they were able to push off that rechassis to 2029, and move up another medic unit to get worked on.

Commissioner Ellingson wants to make sure that the District has a process confirming these purchases and documenting these decisions. Commissioner Ingalls asked on the status of the ladder truck. Chief Gillard stated the pre-build conference is in March. Commissioner Milton asked about the District vehicle status. Chief Gillard stated the Capital Improvement Plan allows for an additional staff vehicle to be added to the fleet for 2024. The District is looking to get a new Battalion Rig. Commissioner Ellingson stated that North Kitsap is leasing their vehicles and that may be something to look into.

3. **Joint Management Group (JMG) Interlocal Agreement (ILA)**-Chief Gillard stated there is no update on the status of the JMG ILA.
4. **St. Michaels Medical Center (SMMC):** Chief Gillard attended an Emergency Medical Service Task Force meeting last week. SMMC is struggling with capacity and emergency department wait times. SMMC stated the staffing levels are good but, the call volume is high. There have been a large amount of mental health patients. Kitsap Mental Health doesn't have the staff to assist with the amount of people being admitted. SMMC is also struggling with getting patients discharged which is requiring them to board more patients. SMMC is also building a stand-alone emergency department but only for low acuity patients.
5. **District Education:** Under the Collective Bargaining Agreement, the District will reimburse employees a portion of educational costs. Chief Gillard is working on a process to better track the training and education that is being conducted, along with verifying successful completion/passing of the training or course.
6. **Deputy Chief Succession Planning:** Chief Gillard is working to assemble a plan to identify the next Deputy Chief. The District will be opening the recruitment for internal applicants only. The District would like to have an interview panel comprised of both internal and external people. Commissioner Milton commented regarding the great work Deputy Chief Russell has done, and agrees that the District should utilize both external and internal interviewers. The intent is to have the next Deputy Chief identified in February 2024.
7. **Financial Report:** Finance Director Luther covered the end-of-year results for the 2023 budget. Overall, the District was at 102 percent in revenue, and expended 96 percent of the projected budget. At the end of 2023, investments are at 9.6 million dollars. The Ground Emergency Medical Transportation (GEMT) was low, but the District should get a settlement in June 2024, however, we are still waiting for more information. The average investment rate was 2.72 percent.
8. **Overtime Report:** DC Russell discussed the overtime report. The District spent \$44,000 in overtime in the month of December. Most of the overtime was to cover the CARES program staffing. The District received about \$16,000.00 in reimbursements. Overall, the District spent 61 percent of the 2023 projected budget. Commissioner Ingalls commented on the value of the float positions/daytime positions to help reduce the need for overtime, and the potential to continue this successful program, balancing our overtime vs. more wages.
9. **Operations Report:** DC Russell discussed the December operations report. The District ran 339 calls with the overall 2023 year call volume decreasing by 7 percent vs. 2022 call volumes. DC Russell stated this is largely due to the implementation of the CARES program.

#### **Commissioner and Staff Comments:**

**Commissioner Ingalls:** Will be on vacation for the next few months and will Zoom into the meetings.

**Commissioner Ellingson:** Reminded the group about Public Disclosure Committee filing and that April 15, 2024 is the deadline. Washington Fire Commissioner Association (WFCA) board meeting was on Saturday. It was noted that healthcare costs only increased 6 percent, and that they closed out the year at 103 percent. The dental program is doing well, and no benefits have been changed.

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

**Chief Gillard:** Chief Gillard will be out of the office 02/03 to 02/13. He will be reachable, but Battalion Chief Anderson will be acting Chief in his absence.

**Public Comment:** No public in attendance.

**Good of the order:**

Next Regular Meeting **Wednesday, February 14, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, February 28, 2024 via Zoom**

**Executive Session:** At 6:25 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 6:45 p.m. At 6:45 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 6:46 p.m.

**ATTEST:**

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