

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 14, 2024
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Jeff Uberuaga	Commissioner (Excused)
William Whiteley	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (DC)	Wendy Luther	Finance Director (FD)
Nichole Sawyers	Administrative Director (AD)	Ian Harkins	Public

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 02/14/2024 amended agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the amended 02/14/2024 agenda. Passed.

Public Comment: Ian Harkins with the Kitsap Building Association thanked the District for allowing the Kitsap Building Association to be involved in the planning process. Mr. Harkins will be reviewing the draft resolution and will provide comment.

Executive Session: None requested

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 24, 2024 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 02/14/2024 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 02/14/2024 Consent Agenda. Passed.

Discussion Items:

1. **Station 76 Update** – Chief Gillard discussed the status of the Station 76 Project. The neighborhood meeting is scheduled for 02/15/2024 at 6:00 pm. This will be a special meeting and has an agenda in place. The presentation will discuss service level objectives, strategic planning, and why the new station is needed. Hill Associates will talk about progressive design-bid-build, and representatives from TRICO and Carletti Architects will discuss project constraints, scope, size, and priorities. A traffic study needs to be performed, and the District needs to obtain information regarding generator type (natural gas vs. diesel) and location, the alerting system, and the security system. The goal is to submit plans to the City of Poulsbo by March 1, 2024. Commissioner Ellingson asked if the District would need to follow the guidelines regarding Washington State regulations pertaining to fossil fuels. Chief Gillard does not think the new energy code will affect Station 76. Commissioner Ingalls commented that natural gas would be a cheaper option for the District, it was also stated there is a twelve month back order for either generator.. Commissioner Ingalls also commented that it is going to be at least 30 days to obtain a traffic study. Commissioner Milton asked if we could use another traffic study that has been conducted in the area recently. Chief Gillard stated that we could use some of the information as a preliminary document so the permitting timeline is kept. Commissioner Milton inquired about the regulations of the new energy code and how that could potentially affect community members.
2. **Impact Mitigation Fees-** Chief Gillard has drafted a resolution that includes attorney review. A resolution will need to be adopted by the Board to pursue impact fees. Chief Gillard still needs information on appealing and

alternative impact fee criteria. Chief Gillard is working with both the City of Poulsbo and Kitsap County. Chief Gillard will be meeting with the City of Poulsbo next week to discuss impact fees and will meet with the Kitsap Homebuilders Association for feedback. There is no rush on this process; the District must be mindful of the impact on current projects already in the design and the budgeting process and allow appropriate time before implementation.

Commissioner Ingalls asked about the language pertaining to height restrictions and wanted to know who and how that would be determined. Chief Gillard stated that specific items concerning restrictions will be listed in an internal policy to include how to measure and mitigate these issues. Commissioner Ingalls also commented on the low-income housing exemption. The fire service still must respond to low-income housing, and they are already tax-exempt. Is a zero-fee the right way to go vs. a discount? Commissioner Ellingson asked why we need to make exemptions for low-income housing. Chief Gillard stated that we could change this but feared there could be issues with approval. Commissioner Milton asked if a new build is low-income housing and then changes to regular housing, would they have to pay a fee at that point? Chief Gillard stated that he would consider the comments presented and move forward in whatever direction the Board would like.

3. **Emergency Medical Services (EMS) Levy:** Chief Gillard commented that the strategic plan calls for the renewal of the EMS levy and suggested running in the primary election vs. the general election. The District needs to have the resolution set in May. Commissioner Milton asked about the language regarding a renewal vs. an increase. The Prosecuting Office states the word renewal should not be in the ballot and the word increase should. The EMS funds the fire service and has dropped to 37 cents per 1000 square feet. Commissioner Milton wanted to ask if North Kitsap Fire & Rescue would be running their EMS levy at the same time. Chief Gillard responded that they would be.
4. **Kitsap 911 Service Agreement:** Chief Gillard stated that we need to update the Kitsap 911 service agreement. The language is outdated. Commissioner Ellingson asked the Kitsap 911 board if the MCT/radios are getting dispersed, which should be happening soon.

Informational Items:

1. **Staffing/Hiring:** AD Sawyers updated the board on the current status of staffing. Michelle Miller will be starting April 1, 2024 as the new Administrative Specialist. Three of the firefighters recently hired are still in the pre-employment processing. Firefighter/Paramedic McCaffrey resigned with the District to join Gig Harbor Fire; he will be missed. Firefighter Jolly has signed a separation agreement with the District due to his return to work status, Chief Gillard stated that he served for over 23 years and thanked him for his service. The District is currently recruiting internally for a Deputy Chief to replace Deputy Chief Russell in 2025. Interviews are scheduled in late February. The District still has two employees out on L&I injuries. The next status update is in March.
2. **Facilities:** Chief Gillard stated that the Station 72 restroom remodel has been completed and will start working on the second restroom. Commissioner Milton asked when we would be recruiting for a groundskeeper. Chief Gillard stated that we will be looking to fill that contract in April.
3. **Apparatus-** Engine 72 is in place, and an internal push-in ceremony has been performed. The rechassis is scheduled to be completed and received in the next month, and the rechassis for the next apparatus is in line. The District will be purchasing another battalion chief vehicle with specifications to be provided soon. Commissioner Ellingson commented the District should look at re-builds vs. purchasing new apparatus in the future.
4. **CARES:** Chief Gillard stated the Believe in Recovery contract was signed and we are now waiting on staffing for South Kitsap Fire & Rescue and Poulsbo Fire.
5. **Incident Management Policy:** Chief Gillard stated the Incident Management Policy is getting an update; some terminology has changed, and new language needs to be added, but there is no change in the functionality of incident management.
6. **Special Operations TEAMS Policy:** DC Russell stated specialty assignment policy and procedure need to reflect the programs/assignments special to the organization like rescue swimmer, tech rescue, and wildland firefighter.

Like the incident management policy, it would not change how we currently function, only capture what we are doing.

7. **Joint Management Group (JMG) ILA:** Chief Gillard stated North Kitsap Fire & Rescue is getting close to signing on as a full member of the JMG. Chief Gillard is still waiting to see the operating procedures and what the benefit of membership would be to the District. Commissioner Ingalls commented one of the reasons the District was poised to join was to increase grant availability. Commissioner Ingalls asked since we joined as a part-time member, if they have been able to obtain new grants, as they previously stated they needed our membership for this purpose. Chief Gillard stated he was not sure.
8. **St. Michael Medical Center:** Chief Gillard stated that St. Micheal Medical Center is still looking to integrate physicians with the CARES team, and that the contract is under legal review. Some of the items that will affect the District is information sharing, HIPAA and logistics, responsibilities, and goals of the program. Chief Gillard shared the updated metrics in regard to wait times in the ED, and call volume county-wide. Average wait times are increasing and there is hope that the integration of physicians with the CARES team will help address low acuity care and reduce patient load.

Commissioner and Staff Comments:

Commissioner Ellingson: Firefighter technical review meeting: the topic of an agency using fire engines to do a grocery run and people stealing items of the fire truck was discussed; not sure of the solution, but something to be mindful of. The second topic involved a rescue boat that belonged to the police department-they were performing life-saving operations when a member of the police department was poisoned by carbon monoxide. Spoke on the status of the Kitsap 911 Director. Shared condolences on the passing of Commissioner Steve Neupart, a commissioner of North Kitsap Fire & Rescue. Commissioner Ellingson will update the board when services have been scheduled.

Commissioner Whiteley: Asked if the District has been looking at obtaining any federal grants.

Commissioner Ingalls: Wished to congratulate Chief Gillard on his wedding!

DC Russell: Thanked Commissioner Ellingson for his dedication and work with the recent issues affecting Kitsap 911 and congratulated Chief Gillard on his wedding!

FD Luther: Congrats to Chief Gillard on his wedding.

Chief Gillard: Commended Commissioner Ellingson's work regarding the recent circumstances with Kitsap 911. Chief stated the District has received a claim regarding a call last February. The District is working with the insurance company and currently collecting facts and data.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, February 28, 2024 at 16:00**

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

Adjourn: The regular meeting was adjourned by common consent at 5:27 p.m.

ATTEST:

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