

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 28, 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)	Kevin Vay	Captain

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

Approval of agenda: Chief Gillard has requested Discussion Item number 4 and Informational Item number 5 be removed from the agenda.

Commissioner Ellingson moved to approve the 02/28/2024 amended agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the amended 02/28/2024 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. February 14, 2024 Regular Meeting Minutes
 - b. February 15, 2024 Special Meeting Minutes
 - c. Vouchers
 - d. Department Payroll (February)

Commissioner Ellingson moved to approve the 02/28/2024 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 02/28/2024 Consent Agenda. Passed.

2. **Commissioner Payroll (February):** Commissioner Ellingson stated there was a total of 22 meetings for the month of February totaling \$3,542.00.

Commissioner Ellingson moved to approve the February 2024 Commissioner Payroll in the amount of \$3,542.00. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the February 2024 Commissioner Payroll in the amount of \$3,542.00. Passed.

Discussion Items:

1. **Station 76 Update** – Chief Gillard discussed the status of the Station 76 Project. The District is having a traffic study conducted. The property consolidation was approved by the City of Poulsbo. The District is working to get the permit application submitted to the City of Poulsbo by March 15, 2024. Commissioner Ellingson asked about the possibility of adding a trail to the neighboring water supply based on the feedback from the Special Meeting held last week.

Chief Gillard stated that we do not have the resources or funding to provide a private road at this time, however the property would be set up to potentially do that in the future.

2. **Impact Mitigation Fees-** Chief Gillard had a meeting with Kitsap County Commissioner Rolfes in regards to impact mitigation fees. They discussed intentions and the purpose of the impact fees the fire district is pursuing. Some of the areas that need to be addressed is language in the resolution referencing concurrency and discussion of policy that will address fee challenges and alternate calculations. Chief Gillard will be researching what the City of Poulsbo's language and process is and look at adopting something similar. Commissioner Milton expressed some concern with growth in the north end and how the traffic may impact the fire service. Chief Gillard stated the District does not have much control over traffic and road conditions.
3. **Emergency Medical Services (EMS) Levy:** Chief Gillard discussed the draft resolution pertaining to the EMS Levy. The draft resolution has been submitted to our attorney for review to ensure the language is correct with renewing a year early. Commissioner Milton asked if we would be running with the other fire districts. Chief Gillard stated that the plan would be to run the EMS Levy the same time as North Kitsap Fire & Rescue and potentially Central Kitsap Fire & Rescue, who will be requesting a renewal for their fire levy.
4. **Special Operations Teams Policy: Removed**
5. **Strategic Advisory Board Meeting Date:** Chief Gillard would like to start planning the annual Strategic Advisory Board Meeting, proposing the meeting be conducted in June. Chief Gillard asked if the board had anything specific they would like to see added to the agenda. Commissioner Milton suggested apparatus planning options as a potential topic.
6. **Deputy Chief Succession Planning:** Chief Gillard updated the board on the selection process for the next deputy chief. The first set of interviews were conducted with an internal and external group, respectively. Final interviews will be held tomorrow, 2/29/2024. Chief Gillard requested the Board to allow him to fill this position 9 months in advance vs. the pre-approved six months, starting with the effective date of April 1, 2024. Chief Gillard also stated that he will be backfilling the position by promoting a battalion chief and captain. Commissioner Ingalls asked who the candidates were that applied for the deputy chief position. Chief Gillard stated Battalion Chief Zeigler, Battalion Chief Anderson, and Battalion Chief Rahl applied. Commissioner Ingalls asked why April 1st vs. when previously addressed as needed. Chief Gillard stated that he needs assistance administratively, and with Station 76. Deputy Chief Russell commented the transition from battalion chief to deputy chief can be difficult, and the more time that can be designated to training, the better.

Commissioner Whiteley moved to authorize Chief Gillard to promote a deputy chief within the next nine months. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to promote a deputy chief within the next nine months. Passed.

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. Lauren Tracy and Dacre Folden will be starting with the District 03/04/2024, attending the fire academy 03/11/2024. Kyler Gracey and Merce Chamness will start with the District 04/08/2024. AD Sawyers will begin working on the contract for a groundskeeper, looking to hire the temp/seasonal worker for an employment period of late April through October.
2. **Facilities:** Chief Gillard is meeting with Scott Pickard and Battalion Zeigler to prioritize the facilities' projects. The District is also updating the facility use policy. Station 73 will not be available for public use other than for the Keyport Improvement Club.
3. **Apparatus:** Chief Gillard updated the Board on the new medic unit that just returned from a rechassis. Battalion Chief Krech drove the medic unit back from Iowa, and it is now being readied to be put into service.
4. **CARES:** Chief Gillard stated Believe in Recovery has been able to provide one social worker so far, and are hoping to get the second on board in the next few weeks. The agreement with Virginia Mason that would provide a mobile health taskforce with the District's CARES team is still moving forward. The contract is currently being

reviewed with some concern in regard to the role of the EMT when evaluating and releasing patients; the District does not want to put the EMT's in that decision-making position. The contract is also working to differentiate a CARES client seeking service vs. being considered a patient. Kitsap County Alternative Response Group may have grant availability for 2025 to fund the mobile health taskforce.

5. Incident Management Policy: Removed

6. Financial Report (January): FD Luther went over the January month-to-date financial report. FD Luther commented the amount paid to the Training Consortium was much lower than anticipated, totaling \$26,750.00 for 2024.

7. Overtime Report (January): DC Russell discussed the Overtime Report for January. The District expended just over \$51,000.00, receiving almost 50 percent back in reimbursement. The large amount of overtime expended was due to training requests and covering the CARES shifts.

8. Operations Report (January): DC Russell discussed the Operations Report for January. The District responded to 486 calls vs. 340 calls in the previous year. The higher call volume was partially from storm response; about 89 calls were related to weather incidents. The District provided mutual aid 34 times, and received mutual aid 74 times. DC Russell will be looking more into the reason behind the large number of mutual aid responses the District received. The District is still seeing weather-related incidents such as chimney fires, car accidents, and falls. The District did respond to a bicyclist who was severely injured in the Port Gamble Recreation Area. Commissioner Milton asked about the District obtaining a new off-road vehicle (ORV). DC Russell stated that the ORV is in the budget for 2025.

9. Service Survey Results: AD Sawyers discussed the service survey cards that are sent out to patients. There were over 841 cards sent out since July 2023. 78 patients have submitted a survey from those cards. 100 percent of respondents were "very satisfied" with their level of care and 99 percent were "very satisfied" with our response times. Many of the respondents leave wonderful comments for our crews in which our Administrative Specialist, Carissa Robideaux, does a phenomenal job organizing the survey results and sharing the data with the staff.

10. Department Video: Shared the updated department video. Thanked Jordan Kuehl and PNWMotion for their hard work on the video. Will be making this public tomorrow.

Commissioner and Staff Comments:

Commissioner Ellingson: Working through getting a new director for Kitsap 911. Commented that North Kitsap Fire & Rescue's (NKF&R) commissioner Steve Neupert's Memorial is this weekend.

Commissioner Whiteley: Asked about the mechanic with NKF&R that recently passed, and gave condolences to the family and staff at NKF&R.

DC Russell: Thanked Battalion Chief Krech for traveling to Iowa to pick up the new medic unit; it was very generous of him to volunteer his time. Thanked Commissioner Milton for sitting in on the deputy chief interviews.

Chief Gillard: Former employee, Michelle David, passed away last week. Chief Gillard expressed his condolences and stated on March 23rd, 2024, there would be a local celebration of life.

Captain Vay: Appreciated the Union being involved in the deputy chief interview process.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, March 13, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, March 26, 2024 via Zoom**

Poulsbo Fire Recognition Ceremony, **Saturday, May 4, 2024, held at Station 71 at 15:00**

Executive Session: At 5:15 p.m., Commissioner Milton called a 15-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 5:30 p.m. At 5:30 p.m., Commissioner Milton came back to regular session and stated the

executive session will be extending for an additional 10 minutes, until 5:40 p.m. At 5:40 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 5:41 p.m.

ATTEST:

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