

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 13, 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	Kitsap Builders Association		

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 03/13/2024 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 03/13/2024 agenda. Passed.

Public Comment: Ian Harkins with Kitsap Builders Association (KBA) requested to comment when discussing Action Item #3. Commissioner Milton will allow public comment during that discussion.

Executive Session: At 4:01 p.m. Chief Gillard requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations to be held at the end of the regular meeting.

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 28, 2024 Regular Meeting Minutes
- b. Vouchers

Commissioner Ellingson moved to approve the 3/13/2024 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 3/13/2024 Consent Agenda. Passed.

2. **Incident Management Policy:** Chief Gillard would like the board to approve Policy 5010. There were no changes from the last meeting where the policy was introduced.

Commissioner Ellingson moved to adopt Policy 5010 Incident Management. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Policy 5010 Incident Management. Passed.

3. **Tactical Emergency Medical Support (TEMS) ILA:** Chief Gillard discussed the TEMS ILA at the December meeting. This agreement allows those employees who have been involved with TEMS to be protected when performing these duties and allow for compensation, whereas this was previously considered a voluntary assignment.

Commissioner Whiteley moved to adopt the TEMS ILA. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt the TEMS ILA. Passed.

4. **Resolution 24-04 Impact Fees:** Chief Gillard discussed how the State Environmental Policy Act (SEPA) process would be the best place for operational impact addressing larger developments removing the concurrency statement as previously written in the draft resolution. Once the resolution has been approved by the board, the District will start working towards creating an ordinance. Commissioner Ellingson commented on paragraph 4.4

of the resolution and was concerned over the exemption. Chief Gillard stated that removing the exemption or putting a fee on low-income housing may affect the approval of the impact fees. Commissioner Milton asked how the District will be working with both County and City guidelines having different rules. Chief Gillard stated there will be challenges, but policies will be created to ensure fluidity in the collection and processing of fees. Chief Gillard also discussed the language allowing alternate mitigation to impact fees, which is required per RCW.

Ian Harkins, Kitsap Home Building Association, Public Comment: Mr. Harkins reminded the board that impact fees do add to the cost of the home. He also commented on the amount of collaboration from the District and showed appreciation for being allowed to be included during the whole process. Mr. Harkins would like to know how the department currently sits financially and the plan moving forward on how impact fees will be collected, stored, and used.

Commissioner Whiteley moved to adopt Resolution 24-04 Impact Fees Adoption. Commissioner Uberuaga seconded. Motion was carried with to adopt Resolution 24-04 Impact Fees Adoption. The motion passed with 4 votes in favor and 1 against.

Discussion Items:

- 1. Station 76 Update:** Chief Gillard updated the board on the current status of the Station 76 project. The permit application has been submitted electronically and will be hand-delivered tomorrow to the City of Poulsbo. The bottom line project cost is \$5.816 million; the total will be about \$7.0 million, as predicted. Chief Gillard stated that so far the design-build process has provided significant cost savings. The other big component is the timeline. January 1, 2025 is the estimated project completion date. By the next board of commissioner meeting, we are hoping to adopt the Phase 2 plan for Station 76. Commissioner Ingalls would like to review some of the content in the next few weeks.
- 2. Impact Mitigation Fees:** Chief Gillard discussed information regarding the impact fees earlier in the meeting. Chief Gillard reiterated the work that still needs to be done to include policy for determining and collecting fees, mitigation process, and notification requirements. Chief Gillard also stated that the District will be more involved with the State Environmental Policy in the future.
- 3. Emergency Medical Services (EMS) Levy:** Our attorney is still reviewing the EMS levy language. The District plans on requesting a renewal one year early. North Kitsap Fire & Rescue and Bremerton Fire will also be renewing their EMS levy, respectively, and Central Kitsap Fire & Rescue will be requesting a renewal for their fire levy. The District's attorney made some edits in the draft included in the agenda packet. Chief Gillard also notified the board of another option in regard to the EMS levy. The District has the option to run as a permanent levy vs. currently, it is for six years, and then eligible to renew. Chief Gillard does not recommend the permanent levy option at this time, but does want the board to know the options available. Commissioner Ingalls suggested a permanent levy may be a good discussion topic for the Strategic Advisory Board. Chief Gillard stated that if the levy rates could remain the same, the District would not need to borrow funds by capital bond. Commissioner Ingalls asked why the District is requesting to run the levy early. Chief Gillard stated a few reasons. First, the EMS levy rate has dropped to \$0.36/ 1000 square foot and he would like to update the levy before it gets too low. Chief Gillard also stated that it would be great to be on the same schedule as the neighboring Districts.
- 4. Strategic Advisory Board (SAB) Meeting Date:** AD Sawyers asked to set a date for the 2024 SAB meeting. The board agreed on the date of June 4th. Chief Gillard discussed the potential topics that would be discussed: the capital bond in 2026, an update on district operations, Station 76 update, and education on how the levy tax rates are calculated and how they affect the tax payer.
- 5. 2024 Medical Expense Reimbursement Plan Memorandum of Understanding (MOU):** Chief Gillard stated this was an MOU from 2023. The bargaining unit is requesting to increase their membership contributions to \$200.00 per month. This does not affect the District

Commissioner Ellingson moved to authorize Chief Gillard to sign the MOU for the bargaining unit to increase contributions to \$200.00 per month effective January 2024. Commissioner Whiteley seconded. Motion was carried

with a unanimous vote to authorize Chief Gillard to sign the MOU for the bargaining unit to increase contributions to \$200.00 per month effective January 2024. Passed.

- 6. Undesignated Large Donation:** The District received a \$500.00 gift card from a member of the public. Since the amount is above \$250.00 the board needs to authorize the receipt of donation.

Commissioner Ellingson moved to accept a \$500.00 gift card donated to the District to be used for district-funded public events to include open houses and public meetings. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to accept a \$500.00 gift card donated to the District to be used for district-funded public events to include open houses and public meetings.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers updated the board on the current status of staffing. Administrative Specialist Michelle Miller will be starting on April 1, 2024. Firefighter Merce Chamness and Kyler Gracey will be starting on 04/08/2024. Firefighter/Paramedic Seitz has provided notice of intent to resign. The District wishes him the best of luck. Chief Gillard discussed the recent promotional process to include promotions as follows: Battalion Chief Anderson was promoted to deputy chief. Captain Gillanders was selected as the battalion chief. Lieutenant Beach was promoted to captain, and Firefighter Pratt was promoted to lieutenant. The plan is to make these promotions effective May 11, 2024. Captain Brian Ramey was selected to train for the deputy fire marshal position; there is no start date, as this is tentative. The District will be working to identify the assignment of a captain to the training consortium. The District will be conducting a hiring process in May 2024.
- 2. Facilities:** Chief Gillard discussed current facility needs. Staff restrooms are getting updated at Station 71 to include securing restrooms and increasing privacy. Commissioner Ingalls stated the District should start planning for a full remodel of the Station 71 restrooms in the near future.
- 3. Apparatus:** DC Rusell stated Engine 72 is currently unbalanced and reports the fleet mechanics are working with E-One engineering to correct the imbalance. It is an 8th of an inch off at the rails and ¾ inch from side to side which is notable. Commissioner Milton stated that the District needs to start looking at refurbishments and future apparatus to include the current replacement schedule and unit utilization.
- 4. Community Assistance Referral and Education Service (CARES):** Chief Gillard updated the board on the CARES team. Believe in Recovery has hired Jayvin LeBlanc to represent our CARES team. There is \$200,000.00 in state funding available for the County CARES team and EMS prevention the District is looking to use. Still working with St. Michales Medical Center on using mobile integrated health.
- 5. Facility Use Policy:** AD Sawyers spoke to the Bboard regarding updating Policy 8160 which outlines facility use of the District multi-purpose room. AD Sawyers hopes to bring the updated policy to the Board for approval at the next Commissioner meeting. Commissioner Ellingson asked about charges for non-profits. AD Sawyers stated the District has always charged a nominal fee, however we could change this requirement.

Commissioner and Staff Comments:

Commissioner Ellingson: At the Kitsap 911 Board Meeting, Ellingson was re-elected as the chair of the board. Also, discussed the current status of Kitsap 911.

Chief Gillard: Shared a letter from a patient's family speaking to the amazing compassion our crews demonstrate and how they go above and beyond for the members of this community.

Public Comment: No public comment

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Next Regular Meeting **Wednesday, March 27, 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**

Strategic Advisory Board Meeting, **Tuesday, June 4, 2024, held at Station 71 at 17:30**

Executive Session: At 5:57 p.m., Commissioner Milton called a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. set to run until 6:07 p.m. At 6:07 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 6:08 p.m.

ATTEST:

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