

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 27, 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)
Carissa Robideaux	Administrative Specialist		

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 03/27/2024 agenda removing the executive session. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 03/27/2024 agenda removing the executive session. Passed.

Public Comment: None in attendance.

Executive Session: None requested.

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. March 27, 2024 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (March)

Commissioner Ellingson moved to approve the 3/27/2024 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 3/27/2024 Consent Agenda. Passed.

2. Commissioner Payroll (March):

Commissioner Ellingson moved to approve the March 2024 Commissioner Payroll in the amount of \$2,898.00. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the March 2024 Commissioner Payroll in the amount of \$2,898.00. Passed.

3. **Deputy Chief Anderson – Contract Review:** Chief Gillard reviewed the terms of Deputy Chief Anderson’s new contract. The position would begin on June 1, 2024, and continue through January 1, 2031. The commissioners requested additional time to review the contract.
4. **Resolution 24-05 – EMS Levy:** Chief Gillard stated the current draft worked to refine the ballot language. Commissioner Whiteley agreed that the language is clearer with the latest revision.

Commissioner Ingalls moved to adopt Resolution 24-05, Resolution to Submit an EMS Levy. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Resolution 24-05, Resolution to Submit an EMS Levy. Passed.

5. **Station 76 – Phase Two** – All permits have been submitted and paid for by March 15th to be grandfathered into the current energy code. The City now has six weeks to review the permits. Phase two is now building the station. Exhibit F provides an updated guaranteed max price for the project and completion date. Under the terms of the

contract, if any monies are underspent, those monies are able to be returned to the District and moved forward to the next phase. Commissioner Ingalls is working with Hill & Associates, who is working with the contractor to obtain itemized billing for current expenditures; this will verify accountability to see where all monies have been spent thus far in the Station 76 project. This request for itemized billing is pending. Commissioner Ingalls stated the importance of moving the project into Phase Two to allow for ordering supplies, particularly steel. Discussion regarding planning a groundbreaking ceremony was discussed.

Commissioner Uberuaga moved to proceed to Phase Two of the Station 76 project. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to proceed to Phase Two of the Station 76 project. Passed.

- 6. Policy 8160 Facility Use** – Chief Gillard stated that this policy primarily concerns the Station 71 multi-purpose room. Chief Gillard stated that based on the comments and feedback from the previous board meeting, an allowance was included in the policy to waive the rental fee for use by department employees.

Commissioner Uberuaga moved to adopt Policy 8160 Facility Use. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 8160 Facility Use. Passed.

Discussion Items:

- 1. Station 76 Update:** Chief Gillard felt all pertinent points of the Station 76 project were addressed earlier in the meeting.
- 2. Impact Mitigation Fees:** Chief Gillard stated he has meetings set up on 4/8/24 and 4/9/24 with County Commissioners and the City of Poulsbo to work out language concerning the impact mitigation fees. Commissioner Ingalls inquired if any other fire districts are going to be implementing impact fees. Chief Gillard stated that he expects others will follow, but no other districts have formally done so yet.
- 3. Policy 5290 – Uniform & Appearance:** Chief Gillard stated the policy has undergone extensive review and discussion with the bargaining unit concerning issues such as jewelry, hair color, mustaches, tattoos, body alteration, etc. Regarding the Class C t-shirts, the bargaining unit has agreed the front of the shirts will display the Poulsbo Fire Department logo, with Union identification in script below the Poulsbo Fire Department logo. Commissioner Uberuaga expressed that he felt the District should have the authority to choose what goes on the shirts due to the District paying for them. Chief Gillard reiterated that the Poulsbo Fire Department logo is primary on the shirts, and the Union is secondary. He also expressed that the employees took great pride in including their union identification as part of their uniforms. Commissioner Milton suggested using citizen feedback, if any, to adjust to the future direction of the uniforms.

Commissioner Uberuaga moved to adopt Policy 5290 - Uniform and Appearance Policy. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 5290 – Uniform and Appearance Policy. Passed.

- 4. Analytic Software Interlocal Agreement (ILA) Update:** All other departments, with the exception of Bainbridge Island Fire Department (BIFD), will be using the new software. The new analytic software will provide statistics, detailed reports, etc. The ILA allows for Central Kitsap Fire & Rescue (CKFR) to be the purchaser of the Darkhorse software, and the District will then contribute to the cost of the software. This is a change from the District maintaining an individual contract with Darkhorse to an ILA with CKFR who will maintain a contract with Darkhorse. Commissioner Uberuaga questioned why BIFD isn't participating in the ILA. Chief Gillard understood that BIFD is hesitant to move forward based on a previous and unresolved issue they experienced with Kitsap 911.

Commissioner Uberuaga moved to authorize Chief Gillard to sign the Darkhorse Analytic Software Interlocal Agreement. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the Darkhorse Analytic Software Interlocal Agreement. Passed.

Informational Items:

- 1. Staffing/Hiring:** Administrative Specialist Robideaux reported that our new Administrative Specialist, Michelle Miller, who was to begin employment on April 1, 2024, has withdrawn her offer and will not be starting with the District. A new recruitment for the administrative specialist position will begin on 3/28/24. Commissioner Milton asked if there was a second candidate in the original recruitment that we may be able to contact. Chief Gillard stated due to the time that has elapsed since the last recruitment (December 2023), the decision was made to relist the position. Chief Gillard reported the two probationary firefighters in the academy are doing well. Two additional firefighters will begin employment with the District on 4/8/24. Commissioner Milton inquired as to the status of employees off on long-term injury. Chief Gillard confirmed the separation of employment with the firefighter who was on long-term injury was finalized at the end of February. Chief Gillard confirmed FF/PM Doug Seitz also had his last day with the District and has accepted a position with Snohomish Fire & Rescue. The District has two current employees out on long-term injury.
- 2. Facilities:** Chief Gillard stated Facility Manager (FM) Pickard conducted a test on a below-ground oil tank located near the fleet maintenance facility, which confirmed there is no leak after a six-month test period. FM Pickard is now working on officially decommissioning the tank. Chief Gillard reported that the replacement of open lockers at Station 77 which was budgeted for \$20,000 was able to be completed for \$10,000. The old open lockers will be repurposed at Station 76.
- 3. Apparatus:** Chief Gillard reported Engine 106 experienced a suspension issue that has been resolved. Tender 204 blew a drive shaft pump which the fleet team was able to replace, and returned the tender to service. The new Engine 113 is experiencing a lean that shouldn't be there. A weight difference has been noted, and the fleet team is working on determining if it is a weight or suspension issue. Engine 113 was taken out of service today. The fleet team is working diligently with the manufacturer to resolve the problem. Commissioner Milton requested an update on the ladder truck. Chief Gillard stated the ladder truck is on schedule with a 33-month build time. The fleet team is scheduled to meet with the manufacturer in June. Commissioner Ellingson stated that the Washington Fire Commissioner Association (WFCA) is going to be discussing the possibility of rechassis engines. Commissioner Milton asked if we were on schedule for the pending medic unit rechassis. Chief Gillard stated we are on schedule; the next medic unit will be sent for rechassis in July 2024. Commissioner Milton requested an update on the marine fleet. Chief Russell stated our marine operations are working as designed.
- 4. Community Assistance Referral and Education Service (CARES):** Chief Gillard stated the District has just received a new grant from the Co-Responder Outreach Alliance in the amount of \$200,000 to fund research for the potential of becoming a behavioral health agency, with no commitment to actually becoming one. This would enable all social worker work to be billed to Medicare in order to achieve sustainable funding. The vast majority of money from this grant will be paid to a contractor who will provide the research. Jayvin LeBlanc has started as a contract employee with Believe in Recovery and South Kitsap will be interviewing a 2nd social worker to work within their district tomorrow. The District is moving forward with Saint Michael Medical Center (SMMC) to develop a contract to be able to merge CARES and a mobile health response. This contract should be available to be implemented by Central Kitsap Fire & Rescue and South Kitsap Fire & Rescue as well.
- 5. Financial Report:** FD Luther discussed reported the District earned a 3.31% interest rate for the month of February.
- 6. Overtime Report:** DC Russell discussed the overtime expense for February, which amounted to \$51,500 with \$24,000 being in reimbursements. The largest overtime expenditure is the coverage of the District's CARES firefighter position. Eight percent of the overtime budget has been spent overall for 2024.
- 7. Operations Report:** DC Russell reported the District responded to 322 incidents in February 2024, compared to 305 incidents last February. DC Russell discussed two serious motor vehicle collisions that occurred on Bond Road on 3/16/24 and 3/18/24, respectively. On 3/26/24, crews also responded to a structure fire for an unoccupied home that was under construction.

Commissioner and Staff Comments:

Commissioner Ellingson: Shared a PowerPoint slideshow of “Rules to Being a Good Leader.”

Commissioner Ingalls: Stated he would be back in person at the next Board meeting.

Commissioner Whiteley: Commended the staff on their great work.

Public Comment: No public present.

Good of the order:

Next Regular Meeting Wednesday, April 10, 2024 at 16:00

Kitsap County Fire Commissioners Meeting, Tuesday, April 23, 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

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

ATTEST:

Carissa Robideaux on behalf of Nichole L. Sawyers, KCFD #18 Secretary to the Board