

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 10, 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)	Craig Becker	Battalion Chief
Kevin Vay	Captain		

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

Approval of agenda: Chief Gillard requested adding the acceptance of large donation to discussion items and the SAFER grant to information items.

Commissioner Ellingson moved to approve the 4/10/2024 amended agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 04/10/2024 amended agenda. Passed.

Public Comment: None in attendance.

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 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. March 27, 2024 Regular Meeting Minutes
 - b. Vouchers

Commissioner Ellingson moved to approve the 04/10/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 04/10/2024 Consent Agenda. Passed.

2. **Deputy Chief Anderson – Contract Review:** Chief Gillard discussed the proposed employment contract for Shane Anderson, who had accepted the position of Deputy Fire Chief. The Chief asked the board for their final thoughts on the contract. Commissioner Uberuaga asked if the proposed salary in the contract was the same as what the current deputy chief was making. Chief Gillard confirmed that the salary was indeed the same as that of the current deputy chief. Commissioner Uberuaga also asked about the annual performance review process for the position of the deputy chief, and whether the commissioners were included in the reviews. There was a discussion on performing annual reviews for both the fire chief and deputy chief positions. Furthermore, Commissioner Uberuaga asked if the deputy chief position would be required to drive a district vehicle home in the event of an emergency. Chief Gillard mentioned that over the years, they had reduced staff from bringing district vehicles home to save money and reduce wear and tear. The fire chief has the authority to allow personnel to take a district vehicle home in the event of an emergency, but it is not the normal process.

Commissioner Uberuaga moved to accept the employment contract for Shane Anderson as written. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to accept the employment contract for Shane Anderson as written. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard provided an update on the Station 76 project. However, there were concerns regarding the sewer rainwater plan submitted to the Department of Ecology which was declined. As a result, there were discussions on potential options, such as pumping stormwater to a higher level of the property. The City of Poulsbo has expressed their willingness to explore this possibility. The civil engineer is currently examining alternate systems. Commissioner Ingalls stated that the Phase Two agreement will not be signed until this issue is resolved. Commissioner Milton asked whether the City of Poulsbo had any input and if they would consider reducing the speed limit on Viking Way. Chief Gillard commented that it was identified in the traffic study but id unsure on the speed.
- 2. Impact Mitigation Fees:** Chief Gillard provided the board with an update on the impact mitigation fees. He briefed them on his recent meeting with some of the Kitsap County commissioners and discussed various topics, including the impact mitigation fees. The conversations were productive, and no negative feedback was received. Moving forward, the next step is to collaborate with the City of Poulsbo and Kitsap County to develop resolutions that can be transformed into ordinances. Commissioner Milton raised a question regarding the effectiveness of the impact mitigation fees for large non-profit organizations. Chief Gillard explained that this would entail participation in the SEPA process during the pre-planning stage of construction, which would involve incorporating mitigations and other relevant considerations.
- 3. Commissioner Award Nomination:** Chief Gillard would like to present nominations for personnel who exceed their job requirements at the next meeting.
- 4. Thomas J. Huddleston Public Safety Award:** Chief Gillard is presenting the following nominations for the Thomas J. Huddleston Public Safety Award: Joseph Gregor, Travis Syverson, and Faustino Valencia. These individuals are being recognized for their life-saving efforts when they performed CPR as bystanders and successfully revived an unresponsive citizen. Additionally, Chief Gillard would like to acknowledge the tireless work of Kim Hendrickson from the City of Poulsbo. She was instrumental in developing and integrating the Poulsbo Fire CARES program as an integral part of our community.

Commissioner Ellingson moved to approve all nominations to receive the Thomas J. Huddleston award. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve all nominations to receive the Thomas J. Huddleston award. Passed.

- 5. EMS Levy:** Chief Gillard discussed the recently signed Resolution 24-05 for an EMS levy submission. He stated that there may be some minor changes to the resolution, and the final version will be presented at the upcoming board meeting. The explanatory information for the ballot will be provided soon. Additionally, an advertisement for a Yes/No committee will be released. Commissioner Ellingson asked about involving members of the Strategic Advisory Board (SAB). In response, Chief Gillard mentioned that the information would be posted, and anyone within the district could contribute.
- 6. Large Donation:** Chief Gillard informed the board members that a generous citizen had made a donation of \$1000 to show their gratitude towards the department members. The Chief asked the board if they would be willing to accept the donation, and if so, how they would like the proceeds to be utilized

Commissioner Ingalls moved to accept the \$1000.00 donation with \$500.00 be added to the Community Action Fund and \$500.00 to the Poulsbo Fire Firefighter Association. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to accept the \$1000.00 donation with \$500.00 be added to the Community Action Fund and \$500.00 to the Poulsbo Fire Firefighter Association. Passed.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers provided an update on the hiring status of the District. Currently, the administrative specialist position is open and the deadline for applications is April 19, 2024. The groundskeeper position is also open until further notice, with the first round of interviews scheduled for the week of April 22, 2024. The

firefighter/EMT position will be opening for applications from April 12, 2024, through May 08, 2024. It's worth noting that two employees are currently on long-term leave due to an injury.

2. **Facilities:** Chief Gillard reported that there were no major updates. The facilities manager is currently working on some office renovations, and a new boathouse is being constructed. A presentation on the boathouse will be held soon. The lockers at Station 77, where the gear is stored, were replaced with closed ones to prevent sun exposure from breaking down the PPE material. The old lockers are being saved and will be reused.
3. **Apparatus:** Chief Gillard provided an update on the ladder truck. Commissioner Milton asked if a decision had been made on refurbishing the 104 since 113 is in service. They found that the 104 is still in good condition and would be a good candidate for refurbishment. Commissioner Milton asked if it would be a good subject for the Strategic Advisory Board. Chief Gillard agreed and will also need feedback on the use of the bond that we are paying on.
4. **Community Assistance Referral and Education Service (CARES):** Chief Gillard mentioned that Believe in Recovery is still searching for a second behavioral health to support South Kitsap Fire & Rescue. Community Resource Specialist Julie Rogers is working on obtaining a financial summary of all the grants being utilized and explaining how they are being used. Commissioner Uberuaga inquired about the CARES program of Bainbridge Island Fire Department (BIFD). Chief Gillard clarified that BIFD and North Kitsap Fire & Rescue do not presently have a CARES program and rely on Poulsbo Fire when necessary.
5. **Community Automated External Defibrillator (AED) Project:** Chief Gillard mentioned that the Poulsbo Rotary is interested in purchasing five AED's for placement in the Poulsbo community. Furthermore, Chief Gillard has signed an agreement to assist in placing AEDs in partnership with the City of Poulsbo. They are considering setting up AEDs in locations such as Front Street, Anderson PRKY and Lion Park that will be available to the public and equipped with an alarm system. They are also considering portable AEDs for use during large events. The Chief would like to request the fire department's support in this matter. Commissioner Milton raised concerns regarding the district's liability, to which Chief Gillard stated that the district would be willing to check on the AEDs, but would not be responsible if they are stolen. Commissioner Ingalls inquired about insuring the AEDs. Chief Gillard was unsure if these would be insured. The board was supportive of this decision.
6. **Staffing for Adequate Fire and Emergency Response (SAFER) Grant:** DC Russell plans to submit a SAFER grant application to reduce the cost of firefighter training and help the District meet minimum staffing requirements.

Commissioner and Staff Comments:

Commissioner Ellingson: Attended a firefighter technical review meeting, two inspections to review that included an amputated finger. Attended a Kitsap 911 board meeting where the arrival of portable radios in June was discussed.

Commissioner Milton: asked about the current status of the St. Michales Medical Center (SMMC) emergency department wait times. Chief Gillard shared with the board some updated statistics. Overall, SMMC is performing well and wait times continue to decrease overall.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, April 24, 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**

Executive Session: At 5:22 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 5:32 p.m. At 5:32 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 5:32 p.m.

ATTEST:

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