

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 24, 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)		

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

Approval of agenda: Chief Gillard requested to add to the discussion items the recognition ceremony.

Commissioner Ellingson moved to approve the amended 4/24/2024 agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the amended 04/24/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:01 p.m. Chief Gillard requested a 15-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. April 10, 2024 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (April)

Commissioner Ellingson moved to approve the 04/24/2024 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 04/24/2024 Consent Agenda. Passed.

2. **Commissioner Payroll (April):** Commissioner Ellingson stated that the commissioner payroll consisted of 18 meetings totaling \$2,898.00.

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

3. **Resolution 25-05 To Submit an EMS Levy-Amendment:** Chief Gillard stated the previously adopted Resolution 25-05 needed a minor amendment to section 5. Requested the board adopt the version presented.

Commissioner Ellingson moved to adopt amended Resolution 25-05 as modified. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt amended Resolution 25-05 as modified. Passed.

4. **Appointment of a Yes/No Committee:** Chief Gillard discussed the explanatory statement for the upcoming ballot measure and the press release that was released. The District did not receive any volunteers for the 'no'

committee. Chief Gillard stated that Eric Quitslund has volunteered to represent the ‘yes ‘committee. Commissioner Uberuaga and Commissioner Bill Whiteley volunteered as well.

Commissioner Ellingson moved to appoint Eric Quitslund, Commissioner Uberuaga and Commissioner Whiteley as the ‘yes’ committee for the upcoming ballot measure. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to appoint Eric Quitslund, Commissioner Uberuaga and Commissioner Whiteley as the ‘yes’ committee for the upcoming ballot measure.

Discussion Items:

1. **Station 76:** Chief Gillard provided an update on the Station 76 project. The stormwater design was not accepted by the City of Poulsbo or by the Department of Ecology. The District is working on alternate designs. Some options discussed are to pump up the stormwater into a designated area, further grade the hill on the north side that would allow for a gravity-fed system, or install a stormwater retention tank. The most expensive option would amount to \$254,000.00. The Phase Two agreement was signed to move forward last Friday. There will be more cost analysis on the different options for the stormwater issue in the upcoming weeks. The District is hoping to have a plan submitted to the City in the next few months. Commissioner Whiteley asked if water from the roof can run a pressurized rain system as an option without using pumps. Chief Gillard stated that he would look into that option. Chief Gillard stated the main issue is the water on the upper parking lot.
2. **Impact Mitigation Fees:** Chief Gillard provided the board with an update on the impact mitigation fees. Chief Gillard stated that he met with the District’s attorney and is working on drafting resolutions for the County and City to formally adopt the impact mitigation fees. Commissioner Milton asked if the rules will be different between the City of Poulsbo and Kitsap County. Chief Gillard stated the District will have one fee schedule for both the city and county. County and City have different processes. Commissioner Milton asked if the impact mitigation fees were only for new construction. Chief Gillard stated that the fees are only for new construction and there are rules and criteria in place to avoid tax abuse. Poulsbo Fire Department is the only department who is looking at collecting impact mitigation fees.
3. **Recognition Ceremony:** Chief Gillard discussed the agenda for the recognition ceremony, thanking Administrative Specialist Robideaux for her work on the brochure and organization of the event. The event will be held May 04, 2024 at 3:00 p.m.
4. **May 08, 2024 Regular Meeting:** Chief Gillard stated the executive staff will be at a conference during the next meeting, but will be able to Zoom in.
5. **Financial Projections:** Chief Gillard discussed the different financial projections for the next ten years. The projections include increased staffing options, time frame for EMS/Fire levies, and other revenue options. Commissioner Milton stated that these financial projections should reflect the growth the department is expecting and include revenue, call volume, and staffing. Commissioner Whiteley stated the department needs to be able to show the public how service levels will be affected when certain funding measures are not approved. Chief Gillard wants to have historical data to match with current and future metrics which will ensure the projections show the future growth, including the collective bargaining agreement costs. Commissioner Uberuaga discussed the status of Station 73 and its future use. Chief Gillard stated that it should be a continued discussion; currently it is being used for storage and for the Keyport Improvement Club meetings.

Informational Items:

1. **Staffing/Hiring:** AD Sawyers provided an update on the hiring status of the District. Currently, the administrative specialist position announcement has closed and four individuals were selected to be interviewed. The groundskeeper position is still open with interviews to be conducted next Thursday, May 2, 2024. The District is currently accepting applications for the position of firefighter/EMT & paramedic through May 08, 2024. The District held a volunteer orientation night with over 25 attendees. There are also two employees who are on

injured leave. The employee with the injured back will be out until at least the end of May and the other employee who had an injured shoulder and medical emergency is expected to be back in July 2024.

2. **Facilities:** Chief Gillard reported that there were no major updates. Battalion Chief Zeigler is working on a list of projects for Facility Manager (FM) Pickard. FM Pickard has been working on his certifications and will begin working on renovating the restrooms in Station 71. Commissioner Ingalls asked if the District had a list of FM Pickard's assignments and completed tasks. Chief Gillard stated Battalion Chief Zeigler is tracking the work he has been doing for the District. DC Russell stated there are daily maintenance tasks that require completion as well.
3. **Apparatus:** Chief Gillard provided an update regarding district apparatus. Engine 113 is still in Yakima getting warranty work done on the tank and having some other issues related to leveling addressed. The Fleet is getting ready for the new radio system to include MCT's and the portable radios. The battalion chief command vehicle is still under review. The District has been looking at different price options, including the state bid system.
4. **Community Assistance Referral and Education Service (CARES):** Chief Gillard updated the board on the CARES program. There is a new grant the District may be able to use for the CARES team. Community Support Specialist Rogers will be tracking the grants that are being granted and how they are being used.
5. **Virginia Mason Franciscan Health (VMFH) Contract:** Chief Gillard stated in the board packet there is a service agreement between the three fire districts, CARES, and the parent company of St. Michael Medical Center. This will allow the mobile integrated health program to function with their providers working with the CARES program. This agreement will allow the sharing of information. This agreement has been reviewed by legal council and a final draft review will be available on Friday. There are some items that are controversial, and the language is being worked through. Chief Gillard stated Brian Snure, Esq. has been a great asset with all of his work on the contracts. Commissioner Milton asked about a concern with basic life support patients being dropped off to the hospital sooner than advanced life support (ALS) patients. Chief Gillard stated that ALS patients should be seen as a priority. Chief Gillard stated that communication with the hospital has been positive.
6. **Joint Management Group (JMG):** Chief Gillard updated the board on some changes to the bylaws to give more guidance on the future of the JMG. The District is currently an associate member looking to become a full member. Chief Gillard met with the fire chiefs from North Kitsap Fire & Rescue and Bainbridge Island Fire Department; they have agreed that joining the JMG as full members is the way to move forward. Chief Gillard will be suggesting that the District become full members but will submit additional information in the future. Commissioner Ingalls asked who is in charge of the JMG. Chief Gillard stated the management group is.
7. **Financial Report (March):** FD Luther discussed the current financial status of the District. The District is starting to see revenue for the CARES program. Commissioner Milton asked about the large conference room and the current loan rate and how that works. FD Luther said there has been no issues with renting out the large conference room and stated that the bond loan needs to be paid off within 5 years or the company is able to adjust the interest rate.
8. **Overtime Report (March):** DC Russell reported the District spent \$37,700.00 in overtime costs but received about \$25,000.00 in reimbursements. A majority of the overtime cost is backfilling the CARES FF/EMT who has been out on injury.
9. **Operations Report:** The District responded to 324 incidents vs. the 302 in March of 2023. The District provided mutual aid 22 times and received mutual aid 22 times. DC Russell went over some of the significant events to include a motor vehicle collision, and a structure fire on Bainbridge Island. DC Russell commended the crews on their organization and thanked South Kitsap Fire & Rescue for staffing Station 71 during this event. Commissioner Milton gave gratitude to the processes that DC Russell has implemented.

Commissioner and Staff Comments:

Commissioner Ellingson: Attended a Kitsap 911 executive board meeting. The 2025 budget was reviewed. Commissioner Ellingson stated there will need to be a user fee adjustment in the future to pay for the Mobile Computer Terminals (MCT) as they are about \$1,400.00 each with licensing costs. Commissioner Ellingson stated the fees have not increased since 2008. Sales tax revenue is coming down which does not allow the user fee costs to be covered in the future. In June, they plan on having more conversations. Commissioner Ellingson expressed his thanks to the administrative staff of the district, acknowledging Administrative Professionals' Day.

Chief Gillard: Commented that Nate Post will be retiring at the end of the year. The Training Consortium will be replacing the position in the upcoming months.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, May 8, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, May 28, 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 5:47 p.m., Commissioner Milton called a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 6:02 p.m. At 6:02 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 6:03 p.m.

ATTEST:

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