

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 08, 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
Nichole Sawyers	Administrative Director (AD)	Carissa Robideaux	Administrative Specialist (AS)
Kevin Vay	Captain	Trevor Holmberg	Staff

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

Approval of agenda:

Commissioner Milton moved to approve the 05/08/2024 agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the amended 05/08/2024 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 24, 2024 Regular Meeting Minutes
 - b.** Vouchers

Commissioner Whiteley moved to approve the 05/08/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 05/08/2024 Consent Agenda. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard provided an update on the Station 76 project. There were three solutions for the stormwater issue discussed at the last meeting. The District has decided to move forward with a gravity dispersion system to address the stormwater runoff concerns. This will cost the District about \$64,000.00.
- 2. Impact Mitigation Fees:** Chief Gillard stated there is nothing to report. There has been no push back at this time with the Kitsap County Commissioners. There were some comments that the most recent meeting regarding fee schedules and asking that the District consider the same fee schedule as other entities. Chief Gillard stated that the fee schedule may look different compared to other entities that request impact fees.
- 3. Strategic Advisory Board (SAB) Meeting:** Chief Gillard stated the District is currently working on the agenda for the upcoming SAB meeting. Chief Gillard did receive some input from Eric Quitslund on the topics that should be discussed. The agenda so far will cover the strategic plan, staffing, the capital facility plan and including updates on station 76, ladder truck purchase and the growth management plan the County has adopted. Commissioner Milton asked if we should pay off the bond early or not. Chief Gillard stated this may be moved to the 2025 SAB. Commissioner Ingalls would also look at the interest rate options of the bond.

- 4. Apparatus:** Chief Gillard asked the board to authorize the District to purchase a battalion chief vehicle when available. These vehicles sell out quick when they become available. Chief Gillard is requesting to purchase this vehicle up to \$75,000.00. Commissioner Uberuaga asked the urgency of getting a vehicle now. Chief Gillard stated the most cost effective purchasing is through government sales. Chief Gillard stated we are short vehicles and this purchase was identifies in the capital improvement plan. Commissioner Uberuaga asked the status on the fire engine 113. Chief Gillard said it should only be a few more weeks before we have the engine back. Chief Gillard will have Fleet Manager Annear come to a future meeting to discuss apparatus. Commissioner Ingalls asked if we had completed payment for the ladder truck getting built. Chief Gillard stated not yet as they are still working on specifications during the build process.

Commissioner Uberuaga moved to authorize Chief Gillard to purchase a new vehicle not to exceed \$75,000.00. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to purchase a new vehicle not to exceed \$75,000.00. Passed.

- 5. EMS Levy Status:** Chief Gillard stated the Kitsap County Auditor received all paperwork to place the EMS level renewal on the August ballot. A “Against” committee has not been selected yet. Eric Quitslund is working on a draft for the “Pro” statement.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers provided an update on the hiring status of the District. A job offer has been made for both the administrative specialist position and groundskeeper. They have began working on the pre-employment screening process. The FF/EMT closed 05/08/2024. Interviews are scheduled for early June.
- 2. Facilities:** Chief Gillard reported that there were no major updates. Battalion Chief Zeigler has created a priority list for Facility Manager Pickard. The work on the boatshed is still being reviewed and quoted for the work are being conducted.
- 3. Community Assistance Referral and Education Service (CARES):** Chief Gillard updated the board on the CARES program. South Kitsap Fire & Rescue is currently running their program. The District is still looking at additional funding options. Commissioner Ingalls asked about a document from University of Washington that was included in the packet. Chief Gillard said we have three agreements coming up, one the Virginia Mason, this is ready to be signed with St. Michaels Medical Center. The second is for a grant available for \$250,000 to work with the University of Washington to study behavioral health services in the fire districts. The third is allowing medication to be disbursed outside of a traditional office setting but in the field.
- 4. Virginia Mason Franciscan Health (VMFH) Contract:** This agreement will allow the sharing of information between the fire districts and St. Michael Medical Center. This agreement has been reviewed by legal council and a final draft review will be available in the next packet.

Commissioner Ellingson moved to authorize Chief Gillard to sign the Virginia Mason Franciscan Health Contract. Commissioner Ingalls seconded. to authorize Chief Gillard to sign the Virginia Mason Franciscan Health Contract. Passed.

- 5. 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. Currently the District are affiliate members of the JMG and have ben asked to be full members. The District would pay about \$12,000.00 per year. North Kitsap Fire & Rescue and Bainbridge Island Fire will be asking their boards to also join the JMG as full members. The District currently uses their facility often for live fire, training and the fire academy.

Commissioner and Staff Comments:

Commissioner Ingalls: Commented on the status of Station 76 and the permitting process.

Commissioner Uberuaga: Glad everyone is healthy and doing well.

Commissioner Ellingson: Thankful to be here

Commissioner Milton: Commented on the amazing care from St. Michales Medical Center.

AD Sawyers: Thanked Administrative Specialist Robideaux for her hard work organizing the recognition ceremony.

Chief Gillard: Thanked Administrative Specialist Robideaux and AD Sawyers on their work with the recognition ceremony.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, May 22, 2023 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, May 28, 2024 via Zoom**

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

Executive Session: At 4:55 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 5:10 p.m. At 5:10 p.m. Commissioner Milton closed the executive session and reopened the regular meeting. There was no action taken.

Discussion: The board would like to add a Special Meeting to discuss contract negotiations. The meeting will be May 17, 2024 at 0800.

Adjourn: The regular meeting was adjourned by common consent at 5:12 p.m.

ATTEST:

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