

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**May 22, 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)	Shane Anderson	Battalion Chief (BC)
Brian Ramey	Staff	Trevor Holmberg	Staff

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

**Approval of agenda:**

Commissioner Ingalls moved to approve the 05/22/2024 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the amended 05/22/2024 agenda. Passed.

**Public Comment:** No public in attendance.

**Executive Session:** At 4:01 p.m., Commissioner Milton called a 5-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 4:06 p.m. At 4:06 p.m. Commissioner Milton closed the executive session and reopened the regular meeting. There was no action taken.

**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. May 8, 2024 Regular Meeting Minutes
  - b. May 17, 2024 Special Meeting Minutes
  - c. Vouchers
  - d. Department Payroll (May)

Commissioner Ellingson moved to approve the 05/22/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 05/22/2024 Consent Agenda. Passed.

2. **Commissioner Payroll (May)**

Commissioner Ellingson moved to approve the May Commissioner Payroll in the amount of \$3,220.00. Commissioner Ingalls seconded. The motion was carried to approve the May Commissioner Payroll in the amount of \$3,220.00. Passed.

3. **Uniformed Collective Bargaining Agreement-**Chief Gillard requested the board approve the 2024-2026 Uniformed Collective Bargaining Agreement and the Memorandum of Understanding.

Commissioner Ingalls moved to authorize Chief Gillard to sign the 2024-2026 Uniformed Collective Bargaining Agreement and Memorandum of Understanding as presented. Commissioner Whiteley seconded. The motion was carried with a unanimous vote to authorize Chief Gillard to sign the 2024-2026 Uniformed Collective Bargaining Agreement and Memorandum of Understanding as presented. Passed.

**Discussion Items:**

- 1. Boathouse Repair-Captain Ramey Presentation:** Captain Ramey presented the options for updating the boathouse located at the Port of Poulsbo. The biggest environmental concern is the styrofoam. Commissioner Milton asked about life expectancy after repair. Captain Ramey was unsure but would ask that question once they selected a contractor for the work. Commissioner Uberuaga asked what the time frame for completion would be. Captain Ramey stated it should only take a few weeks once started to complete. Commissioner Milton asked about the status of the otter issues. Captain Ramey stated that the otters are only an issue on occasion and that when needed they can contact a trapper.

Commissioner Ellingson moved to authorize the District to spend no more than \$75,000.00 on the boathouse repairs. Commissioner Whiteley seconded. The motion was carried with a unanimous vote to authorize the District to spend no more than \$75,000.00 on the boathouse repairs. Passed.

- 2. Station 76:** Chief Gillard provided an update on the Station 76 project. The resubmittal for permits should be in the City of Poulsbo this week to include the updated site plan. There were some items that were not accounted for in the furniture, fixtures, and equipment (FF&E) statement. The District is working with TRICO to ensure proper budgeting of these items.
- 3. Joint Management Group (JMG):** Chief Gillard stated there was an agreement for joining the JMG as well as an addendum attached in the packet for review. The JMG updated their bylaws and added an amendment discussing membership terms and fees. Commissioner Milton asked about the training tower's use and status. BC Anderson stated the tower is being used regularly but there are going to need to be some updates in the future.
- 4. University of Washington Agreement:** Chief Gillard is requesting the District sign a service agreement with the University of Washington which would allow for state legislature appropriated funds to provide funding for mental health professionals to provide regional behavioral health services in the field for non-law enforcement based co-response programs.

Commissioner Uberuaga moved to authorize Chief Gillard to sign the services agreement as presented with the University of Washington. Commissioner Whiteley seconded. The motion was carried with a unanimous vote to authorize Chief Gillard to sign the service agreement as presented with the University of Washington. Passed.

- 5. EMS Levy Update:** Chief Gillard updated the board on the current status of the EMS Levy. Documents have been submitted to Kitsap County for the EMS levy to be put on the August ballot. Chief Gillard is working on presentation material and scheduling a public meeting to help educate the public on the EMS levy and how it will affect tax payers. Commissioner Whiteley asked if the language was sorted out on the ballot. Chief Gillard stated the District accepted the proposed changes to the language.
- 6. Strategic Advisory Board (SAB) Meeting:** Chief Gillard stated the District is currently working on the agenda for the upcoming SAB meeting. Chief Gillard hopes to provide the attendees with a narrated presentation to help explain property taxes and the history of the District. Please send Chief Gillard any items that the commissioners would like to have added to the agenda.

#### Informational Items:

- 1. Staffing/Hiring:** AD Sawyers provided an update on the hiring status of the District. The applicants for the Administrative Specialist position and Temporary Seasonal Groundskeeper are moving through their pre-employment testing. Hoping to have start dates by the next meeting. The Firefighter/EMT/Paramedic posting has closed with over 60 applicants. Applicants will go through a one-way interview process with some moving to in-person interviews to be held June 3 and June 4, 2024.

2. **Facilities:** Chief Gillard discussed with the board the work assignments Facility Manager Pickard has been completing and discussed what work is being forecasted.
3. **Apparatus:** Chief Gillard stated there are no significant updates. The District is still working on the ladder truck order and waiting for the Engine to be returned from Yakima. Commissioner Milton asked about the status of the battalion truck. Chief Gillard stated he is waiting for something to be available.
4. **Kitsap 911-Purvis Maintenance:** Chief Gillard stated the Director of Kitsap 911 stated there is no budget to maintain the Purvis system. The estimated fee for 2024 is about \$12,000.00 per user which was not budgeted for the District. The fee moving forward will increase over the next few years and they are still discussing how to move forward. Commissioner Ellingson stated the taxes go to the radio system directly; the funds received would not cover the extra costs for maintenance and licensing. Kitsap 911 will be doing an additional budget review to see how they are going to resolve this issue. Chief Gillard plans on attending the budget review meeting to understand the budget process and how this may affect the District in the future.
5. **Financial Report (April):** Finance Director Luther reviewed the year-to-date financial report. The District has collected almost 50% of taxes thus far. The grant revenue will start coming in over the next few months from the CARES team. A Ground Emergency Medical Transport (GEMT) audit was conducted with no findings. Interest earned was 3.46%.
6. **Overtime Report (April):** DC Russell reviewed the monthly April overtime report. The District spent about \$53,000.00 receiving \$26,000.00 in reimbursements. The District has spent about 13% of the budget. Commissioner Ellingson asked about Viking Fest. DC Russell stated the District brought in four firefighters/EMTs to cover. There were no significant events.
7. **Operations Report (April):** DC Russell reported the District ran 354 calls which is an increase from 2023 which the District ran 312. So far this year the District has seen an increase of calls by 19%. Mutual aid was provided on 34 occasions and received 31. DC Russell covered a few notable incidents which included a motor vehicle collision and fatality.

#### **Commissioner and Staff Comments:**

**Commissioner Whiteley:** asked if there was an update with St. Michals Medical Center. Chief Gillard stated they keep in regular communication, that the hospital has been busy, but they continue to provide improved communication.

**Commissioner Ellingson:** discussed CFR 1910 rulemaking. There will be a special board meeting for the WFCA, there were some questions on the contract for the lobbyist for the WFCA. The contract was approved.

**Commissioner Milton:** The nursing care received from St. Micheals Medical Center was amazing.

**Firefighter/EMT Holmberg:** Thanked DC Russell and Chief Gillard for their work on the collective bargaining agreement (CBA). Also thanked the board for their support on the CBA and the boat house repairs.

**DC Russell:** Thanked the board for their support throughout the negotiation process. There were a lot of changes and thanked the fire chief and the bargaining unit for their support and work on this CBA.

**Public Comment:** No public present.

#### **Good of the order:**

Next Regular Meeting **Wednesday, June 12, 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**

**Adjourn:** The regular meeting was adjourned by common consent at 5:02 p.m.

**ATTEST:**

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