

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 12, 2024
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner
Darryl Milton	Commissioner (EX)	Jim Gillard	Fire Chief
Jeff Russell	Deputy Chief (D/C)	Shane Anderson	Deputy Chief (D/C)
Wendy Luther	Finance Director	Carissa Robideaux	Administrative Specialist (AS)

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

Approval of agenda: Chief Gillard requested to remove the selection of contractor for boathouse repairs project as an action item.

Commissioner Ellingson moved to approve the amended 06/12/2024 agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the amended 06/12/2024 agenda. Passed.

Public Comment: None in attendance.

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 22, 2024 Regular Meeting Minutes
 - b. June 4, 2024 Special Meeting Minutes
 - c. Vouchers

Commissioner Ellingson moved to approve the 06/12/2024 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 06/12/2024 Consent Agenda. Passed.

Discussion Items:

1. **Station 76:** Chief Gillard reported that all plans have been submitted to the city. At present, the traffic analysis and the blinking traffic/warning light are the only remaining issues to be worked out. Contingency costs for the station are currently being negotiated with the contractor by Hill & Associates. Chief Gillard wished to seek the board's direction on how upcoming purchases, both large and small, for Station 76 should be completed; all proposed items are included within the budget of the station. Bids for larger items such as the exhaust extraction system, and alerting system will be part of the construction process and are ready to sign off on. Commissioner Uberuaga suggested once we have an approved permit from the city, then we can move forward with purchasing. Commissioner Ellingson suggested that Chief Gillard simply provide periodic reports on purchasing during board meetings. Commissioner Ingalls suggested allowing he and Chief Gillard to assemble and work off a shopping list for items that need to be purchased which can be presented to the board. Chief Gillard and Commissioner Ingalls will move forward with assembling a shopping list. Commissioner Whiteley wanted to confirm no items required a bidding process. Chief Gillard confirmed that was not the case.
2. **Joint Management Group (JMG):** Chief Gillard reported that mutual concerns were noted from Bainbridge Island and Poulsbo Fire Departments during the Tri-North Meeting regarding the JMG bylaws being incomplete. Chief Gillard stated he feels it is important that we invest and pay our share in being members of the JMG due to the benefits we receive. Chief Gillard noted requiring a super-majority approval for capital investments may be an amendment to make the agreement more favorable for the group. Chief has not yet signed the board-approved contract to officially sign on with the JMG. Commissioner Ingalls agrees with Chief Gillard regarding paying our

fair share and believes there is progress that can be made within the Tri-North group. Commissioner Whiteley asked regarding the “Training Campus Master Plan” estimate summary included in the agenda packet. Chief Gillard stated the estimate summary is being used simply to try to procure grant funding to cover the proposed costs.

- 3. EMS Levy Update:** Chief Gillard stated he is planning to offer an informational meeting for the community in which he can answer or address any questions or concerns regarding the levy.
- 4. Strategic Advisory Board (SAB) Meeting:** Commissioner Uberuaga commented that he thought the SAB Meeting was well attended and commended D/C Anderson for his participation. Commissioner Uberuaga also thanked SAB member, Eric Quitslund for his participation in serving as the SAB chair. Chief Gillard is working on updating projections for costs, fleet updates, etc. with the possibility of including this in our next capital bond. Chief Gillard would like the next SAB meeting to address exactly what capital facilities and fleet needs will be, with detailed costs included. The District is looking at a potential rebuild process to increase the apparatus longevity of engines. Commissioner Ingalls suggested based on SAB member comments, that a bigger discussion regarding reserves may be in order.

Informational Items:

- 1. Staffing/Hiring:** Chief Gillard provided a hiring status update. Seasonal groundskeeper, Jack Dineen, began work on 06/10/24. Administrative Specialist Leighann Denton has completed all pre-employment screening and is scheduled to start on 6/24/24. A conditional offer of employment has been accepted for two firefighter/emt’s and one firefighter/paramedic, those individuals will begin the pre-employment screening process.
- 2. Facilities:** Chief Gillard reported Facility Manager (FM) Pickard is working on remodeling the Station 72 restrooms. Our seasonal groundskeeper is working to maintain the outdoor areas of the stations. Commissioner Uberuaga requested a status update on the decommissioning of the oil tank; Chief Gillard will follow up with FM Pickard.
- 3. Apparatus:** Chief Gillard reported the lean that Engine 72 was experiencing has been repaired and is back in service. Medic 321 is in service at station 71. Medic 316 is preparing for a re-chassis to begin at the end of the week. Commissioner Uberuaga asked regarding the command staff vehicle recently approved for purchase. Chief Gillard stated none have become available on state bid as of yet.
- 4. Policy Priorities:** Chief Gillard stated many of our policies and procedures are in need of updating. He has identified and prioritized the policies and procedures that need to be written and will begin work on completing them to bring forward to the board for approval.

Commissioner and Staff Comments:

Commissioner Ellingson: Attended the WA State Labor & Industries (L&I) meeting and discussed the L&I findings from organizations that were inspected, which are posted on the WFCOA board online. Also attended the state fire marshal’s stakeholder summit which addressed challenges that the office is facing regarding budget needs, staffing, projects, legislative changes, etc. May not be in attendance at the June 25th, 2024 board meeting.

Commissioner Whiteley: Washington Fire Chief Association email regarding Occupational Safety and Health Administration rules – does the district need to submit comment on the topic? Commissioner Ellingson stated, yes, that the fire chiefs are consolidating comments. Commissioner Ellingson stated that small and rural agencies will not be able to meet new regulations as they have been presented.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, June 26, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, June 25, 2024 via Zoom**

Adjourn: The regular meeting was adjourned by common consent at 4:58 p.m.

ATTEST:

Carissa Robideaux, Administrative Specialist