

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 26, 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	Nichole Sawyers	Administrative Director (AD)
Brian Ramey	Captain		

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 amended 06/26/2024 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the amended 06/26/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: None Requested

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. June 12, 2024 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (June)

Commissioner Ingalls moved to approve the 06/26/2024 Consent Agenda. Commissioner Whitely seconded. Motion was carried with a unanimous vote to approve the 06/26/2024 Consent Agenda. Passed.

2. **Commissioner Payroll (June):** AD Sawyers stated the commissioner payroll amounted to \$4,025.00 for the month of June. Commissioners attended 25 meetings total.

Commissioner Ingalls moved to approve the 06/26/2024 Consent Agenda. Commissioner Whitely seconded. Motion was carried with a unanimous vote to approve the 06/26/2024 Consent Agenda. Passed.

3. **Selection of Contractor for Boathouse Repair:** Captain Ramey request that Promine Design LLC be selected contractor for the Boathouse Repair Project. Promine Design was the lowest, responsible bidder. Commissioner Uberuaga asked about the timeframe to complete this project. Captain Ramey estimated it to be six months from notice to proceed. Captain Ramey also commended Firefighter Cribbs on his hard work getting this project ready for the bid process.

Commissioner Uberuaga moved to award the Boathouse Repair Project bid to Promine Design LLC in the amount of \$63,368.25 not including sales tax. Commissioner Whitely seconded. Motion was carried with a unanimous vote to award the Boathouse Repair Project bid to Promine Design LLC in the amount of \$63,368.25 not including sales tax. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard reported that he is still waiting for plan approval by the City of Poulsbo. There are some issues with traffic signals. He is working on documenting the F&E for the District, which is responsible for identifying items needed for a functional station. Commissioner Milton asked if the District purchased the traffic system and how it will be maintained. Chief Gillard stated that traffic lights are maintained by the City of Poulsbo and Kitsap County. Commissioner Milton asked when they would be breaking ground. Chief Gillard stated it would be pretty quick once the plans have been approved by the City. Commissioner Uberuaga asked who was awarded the dirt work. TRICO will be doing the dirt work, but the District is requesting to see the bids.
- 2. EMS Levy Update:** Chief Gillard will be speaking at the Rotary Club about the upcoming ballot measure for the EMS Levy. He commended Administrative Specialist, Carissa Robideaux for her work on creating the fliers that will be used and made available to the public. The county fire commissioners discussed the property assessment for next year, which includes a 2.2% increase plus an additional 1% for new construction.
- 3. Strategic Advisory Board (SAB) Meeting:** Chief Gillard reported that the department received a formal reply from the SAB. He thanked Eric Quitslund and received a general nod of approval. They discussed a capital bond in 2026 and a capital facilities plan, distinguishing between small capital and large capital. Conceptually, anything over \$250,000.00 is considered large, while anything below that is considered small. Small items come out of the operating budget, while large items are funded through bonds and levies. Commissioner Milton inquired about the loan/bond the District currently has and when it needs to be paid off. Commissioner Ingalls mentioned that payoff would depend on interest rates and the District's purchases/funding over the next two years. Commissioner Milton also asked about whether the apparatus is considered large or small. Chief Gillard stated that the apparatus is large, but the items that come with the engine would be funded by the operating budget, considering them small. The SAB suggested establishing thresholds to better define what goes into the small and large capital budgeting categories. Commissioner Ellingson inquired about the grant from the Suquamish Tribe and whether those funds could be utilized. Chief Gillard discussed updating the projections with and without the capital bond, as well as increasing the full-time equivalent (FTE) positions next year and evaluating the sustainability of that. Commissioner Whitley asked about the powered gurneys, and Chief Gillard explained that the concern is comparing their usage vs. manufacturer expiration date. Commissioner Milton inquired about a potential lease program, and Chief Gillard mentioned that the lease versus purchase price seems does not seem to be valuable. They also explored the possibility of obtaining price breaks if the County embarked on the venture together.

Informational Items:

- 1. Staffing/Hiring:** AD Sawyers provided an update on the district's hiring status. As mentioned earlier, the district has extended conditional offers of employment to three candidates, all of whom are undergoing background checks. Additionally, the district will be appointing seven new volunteers, with four of them set to attend the Fall EMT course through Kitsap County EMS. All candidates will undergo background checks next week. Currently, the district has two employees on injury leave with no return-to-work dates.
- 2. Facilities:** Chief Gillard provided the board with an update on de-commissioning the oil tank at Station 71. The Station 71 remodel was also discussed which is still in the planning phase. Collaboration with Deputy Chief Anderson and Battalion Chief Zeigler is ongoing to explore cost-saving measures and determine which aspects of the project will need to be contracted out. Once the work on Station 76 is completed, the District should be able to proceed with the next steps. Commissioner Milton inquired about the possibility of breaking the project into smaller pieces rather than tackling it all at once. Commissioner Uberuaga asked about the timeline for the tower repair. Chief Gillard mentioned that although there is some maintenance required in the near future, there are no immediate needs.

- 3. Apparatus:** Chief Gillard reported that Medic Unit 316 is preparing for a re-chassis, which should be completed within the next three months. The manufacturer stated that they will no longer be doing re-chassis work on our units built before 2009. However, the newer units will be able to undergo re-chassis. Chief Gillard discussed the status on the ladder truck, in which the District is still waiting on technical data but hope to have delivery in 2026. Unfortunately, nothing has come up on the state bid site regarding the staff vehicle. Commissioner Milton inquired about other companies that can refurbish besides the manufacturer. The fleet team has created a flow chart for the re-chassis process, but many of the boxes are from 1999 and have already undergone three re-chassis processes. Due to changes in the process, they no longer offer this service. Chief Gillard stated that when we are ready to dispose of them, we would surplus and be able to make some money from the process. Currently, the District has an extra unit. Chief Russell was socializing the Mayor from Concomly, WA and asked if the District knew of a way to obtain an engine on loan to help a neighbor. A formal letter will be sent, as they do not have a fire truck that meets pump test standards. Chief Russell will provide more information on this. Meanwhile, the District has an extra engine that can be loaned while Station 76 is being built. The board would be interested in more information.
- 4. Comprehensive Plan:** Chief Gillard discussed plans for capital facilities and anticipated construction over the next 20 years, as well as the need for a supplemental and environmental impact statement including economic impacts. The City of Poulsbo and Kitsap County must plan for growth, deciding whether to expand urban growth areas or keep them the same while changing zoning and codes. The concern is not so much about the developed areas growing, but about growth within the City, including the possibility of buildings reaching 5 to 8 stories. Chief Gillard also noted that fire districts will need to respond to the impacts, adjusting fire codes and standards, including fire flow requirements. They'll also need to consider the impact on tax exemption properties and its effect on funding and service levels. Regarding the City of Poulsbo, there is good communication about fire codes, but not about service levels. The City of Poulsbo has recently increased building heights and allows additional height on top of parking garages, with an average height of 75 feet and no specified maximum threshold. The fire district plans to attend planning commission meetings to ensure visibility and provide input on the discussed impacts.
- 5. Draft Review of Policy 2002 Motor Vehicle Record:** AD Sawyers briefly discussed the policy is describing how the District will monitor driving abstracts for pre-employment and current employees.
- 6. Draft Review of Policy 3070 Advanced Travel:** AD Sawyers stated this is just updating the current policy to reflect new changes to advanced travel request and regulations.
- 7. Draft Review of Policy 3071 District Travel:** AD Sawyers stated this is updated a current policy to reflect changes and definition to district travel.
- 8. Draft Review of Policy 1060 Public Record Request:** AD Sawyers stated Policy 1060 is a re-write to the current policy addressing regulation changes.
- 9. Financial Report (May):** FD Luther stated nothing out of the ordinary and the budget is currently on track. The interest rate is 4.18% and funds from the Grants that have been approved are starting to come in.
- 10. Overtime Report (May):** DC Russell stated May was the largest month of overtime so far with over \$94,000.00 expended. DC Russell stated with staff injuries and a lot of training have created the large overtime sum. Special events such as Viking Fest and CARES overtime has also been a contributing factor.
- 11. Operations Report (May):** DC Russell stated the May call volume was at 410 calls which is an increase compared to the 331 calls in May 2023. Cencom wanted to have a way to account for CARES calls which will help tracking. There were 44 CARES call in the month of May. The District asked if Cencom could come up with a monthly a report to separate the calls from emergency response calls vs CARES response calls. The District also provided mutual aid on 30 occasions and received mutual aid on 34. DC Russell discussed some significant events to include a structure fire response. Commissioner Uberuaga asked if the District would be able to determine if the CARES response calls are to a residence or other location. DC Russell stated internally that is being tracked.

Commissioner and Staff Comments:

Commissioner Ellingson: Asked about a education and reimbursement policy. Chief Gillard stated the District is working on a policy to validate a passing score prior to releasing funds for an education reimbursement.

Commissioner Whiteley: Asked if there was any formal outcome from the TriNorth meeting. Commissioner Milton stated it was more of an educational meeting in regards to Joint Management Group (JMG). Chief Gillard stated that the Board already request we move forward with joining the JMG.

Commissioner Ingalls: Asked if we could have CARES do a presentation in the future and would like update on the Training Consortium. Chief Gillard stated that we would put that on a future agenda.

FD Luther: Let the Board know that the District will begin the annual budgeting process starting July 1, 2024.

Chief Gillard: This past Saturday the District had two recruits that graduated from the Kitsap County Fire Academy. He congratulated FF/EMT Dacre Folden and FF/EMT Lauren Tracey on the accomplishment. Also commended Chief Mock for the hard work and dedication he has been doing with the fire academy. There were over a dozen firefighters that attended from our department which speaks volumes to the outstanding workforce Poulsbo Fire has.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, July 10, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, July 23, 2024 via Zoom**

Adjourn: The regular meeting was adjourned by common consent at 5:30 p.m.

ATTEST:

Nichole Sawyers, Administrative Director