

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 10, 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) |

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 07/10/2024 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 07/10/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:01 p.m. Chief Gillard requested a 5-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.** June 26, 2024 Regular Meeting Minutes
 - b.** Vouchers

Commissioner Ingalls moved to approve the 7/10/2024 Consent Agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 7/10/2024 Consent Agenda. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard reported the publication regarding Station 76 has been published in the Seattle Times today. This meets notification requirements for public feedback which is to be submitted no later than July 24, 2024. Next Monday the Station 76 internal station committee will be meeting to discuss the fixture feature and equipment (FF&E) to identify the needs of the station and begin to budget. Chief Gillard also stated the District would be updating the signs at all of the stations since they are all different and out-dated. Commissioner Milton asked what type of stop light is being proposed for Station 76. Chief Gillard stated a warning device was recommended; still waiting for what the final direction will be. Commissioner Ellingson asked if there is a city code that requires signage or traffic control. Chief Gillard is unaware of a specific code but generally proposals are based on feedback from the traffic impact study that was conducted. Commissioner Uberuaga asked if the District was interested in soliciting the public for ideas on signage. Chief Gillard stated he hopes to use a current logo or patch.
- 2. EMS Levy Update:** Chief Gillard will be presenting information to Rotary next Friday and will be hosting a "Chat With the Chief" via Zoom on July 17, 2024 at 6:00 PM. This will allow the public to ask any questions or express any concerns they may have pertaining to the EMS levy.
- 3. CARES Staffing:** Chief Gillard discussed the future of CARES staffing. Currently, the District has three personnel assigned to the CARES program. There is a full-time firefighter/EMT, Community Support Specialist,

Rogers who is a Licensed Social Worker, and the third is a grant-funded position for a Community Support Specialist. Recently the District received notice that the current employee who is contracted with Believe in Recovery gave notice. The District decided to issue a notice of intent to end the contract with Believe in Recovery effective 07/19/2024. Chief Gillard stated that he would like to hire a Community Support Specialist as a temporary grant-funded position through June 2025. The goal would be to get continued funding through 2026; current funding ends 12/2024. Chief Gillard is requesting the board's approval to allow the District to fund the temporary employee, if needed, through June 2025 in the event grant funding for 2025 is not approved. The board had no concerns.

4. **2025 Budget Priorities:** Chief Gillard discussed budget prioritization with the board. For 2025, the District will be looking at increasing the staffing from 61 to 63. The increase in staffing would help reduce overtime and create more sustainment among the shifts. Chief Gillard also detailed the operation expenses such as Kitsap 911 increases, EMS Council Fees, and Healthcare Estimates for 2025. For the capital budget, the District plans on expending funds for new heart monitors which is a significant financial impact given the purchase of a new medic unit. More information will be provided in the upcoming meetings.

NOTE: Discussion items 5-8 were condensed and talked about at once. AD Sawyers asked if the board had any comments pertaining to the below policies. Will be requesting adoption at the next Board of Fire Commissioners meeting.

5. **Draft Review of Policy 2002 Motor Vehicle Record**
6. **Draft Review of Policy 3070: Advanced Travel**
7. **Draft Review of Policy 3071: District Travel**
8. **Draft Review of Policy 1060: Public Records**

Informational Items:

1. **Staffing/Hiring:** AD Sawyers gave an update on hiring and staffing. Candidates from the firefighter/EMT recruitment are still working through their pre-employment testing. It is anticipated that the candidates will have start dates established in the next two weeks. The seven volunteers are also going through the testing process. There are still two employees who are out on long-term injury leave; still waiting on return-to-work estimates.
2. **Facilities:** Chief Gillard discussed progress with the Station 72 bathroom remodel. Commissioner Uberuaga asked how the groundskeeper is doing. Chief Gillard stated they have not received any complaints.
3. **Apparatus:** Chief Gillard commented on the medic unit that is currently getting rechassisied. The ladder truck is waiting on engineering so the District can get a final cost. Commissioner Ingalls asked if the District has made any payments. The District has to wait until there is a final estimate prior to making any payment. Chief Gillard updated the board on the battalion chief rig order. DC Russell discussed loaning the District's reserve engine to a small community in Eastern Washington. DC Russell proposed a few options for the District to consider. An option was suggested which would charge for pump time use based on scheduled use for wildland. There was also discussion on charging for mileage use or a day-use charge. The recommendation is to create a contract with the fire district looking to use the District engine to include a reimbursement schedule. Commissioner Uberuaga asked how many calls do they go on and how often do they use their engines. DC Russell said under 100 calls per year.
4. **Comprehensive Plan:** Chief Gillard discussed impact fees and the progress of getting those implemented. Chief Gillard also discussed a multi-family tax exemption which is an incentive to provide more multi-family units, however, that would be taxes the fire districts would not receive and would affect other taxpayers. The new height regulations, to include the City of Poulsbo with an average height of buildings at 65 ft. with no maximum, was discussed. The District's concern is having the ability to serve the public in the event of an emergency and not having the tooling or apparatus to support the infrastructure of the community. Station 73 is another topic to discuss when Station 76 is completed the District will need to figure out what to do with the facility and location. Using Station 73 is great for temporary storage, but long-term plans will need to be discussed. Commissioner

Milton commented that the District should address the Station 73 topic sooner rather than later. Commissioner Ingalls asked if the District could pull a title report on Station 73.

- 5. Policy Development- Legal Blood Draws:** Drafted by Medical Officer, Battalion Chief Gillanders. This policy provides guidance when legal blood draws are being requested by law enforcement. The expectation is that district personnel would not provide a blood draw without the consent of the patient.

Commissioner and Staff Comments:

Commissioner Ellingson: Commented there were several fires in Seattle over the weekend. Commissioners in Mason County will be meeting and Commissioner Ellingson plans to attend. Kitsap 911 is going through changes with more to come in the future.

Commissioner Whiteley: Commissioner commended the District and the firefighters on their dedication and hard work.
DC Russell: Commented on the busy 4th of July weekend. There was about 25 calls and some mutual aid provided with a few brush fires. Overall, nothing was too severe.

FD Luther: Informed the Board that the District has begun the annual budgeting process.

Public Comment: No public present.

Executive Session: At 5:34 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 5:39 p.m. At 5:39 p.m. Commissioner Milton closed the executive session and reopened the regular meeting. There was no action taken.

Good of the order:

Next Regular Meeting **Wednesday, July 24, 2024 at 16:00**

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

Chat With the Chief, **Wednesday, July 17, 2024 via Zoom at 18:00**

Adjourn: The regular meeting was adjourned by common consent at 5:39 p.m.

ATTEST:

Nichole Sawyers, Administrative Director