

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**July 24, 2024**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner (EX)	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (D/C)	Nichole Sawyers	Administrative Director (AD)

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

**Approval of agenda:** Chief Gillard would like to amend the agenda by removing information item number 6 and 9 from the agenda.

Commissioner Ingalls moved to approve the amended 07/24/2024 agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the amended 07/24/2024 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. July 10, 2024 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (July)

Commissioner Ingalls moved to approve the 7/24/2024 Consent Agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 7/24/2024 Consent Agenda. Passed.

- 2. Commissioner Payroll:** Commissioner Ellingson stated the commissioners attended 15 meetings with the total payroll computing to \$2,415.00

Commissioner Ellingson moved to approve the July Commissioner Payroll in the amount of \$2,415.00. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the July Commissioner Payroll in the amount of \$2,415.00. Passed.

- 3. Commissioner Milton requested that Action Items 3-6 be combined in one motion:**

Commissioner Ingalls moved to approve the following policies: Policy 2002 Motor Vehicle Records, 3070 Advanced Travel, Policy 3071 District Travel, and Policy 1060 Public Records. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the following policies: Policy 2002 Motor Vehicle Records, 3070 Advanced Travel, Policy 3071 District Travel, and Policy 1060 Public Records. Passed.

**Discussion Items:**

- 1. Station 76:** Chief Gillard gave a current update on the Station 76 Project. The State Environment Policy Act (SEPA) has an input period ending today. The planning commissioner made some minor requests and the District

will be asking for more clarification. One includes exterior paint colors and ideas on the public access area. The permitting process is almost complete work is anticipated to begin in September. Commissioner Ellingson asked if there had been any comments from the tribes. Chief Gillard stated no.

- 2. EMS Levy Update:** Chief Gillard stated that the presentation given last week to Rotary seemed well received; there were not many questions. Chief Gillard did conduct an interview with Kitsap Sun on the EMS levy which also seemed to go well.
- 3. 2025 Budget Process:** The budget process has begun and expects to see the largest increased in wages and capital.

#### Informational Items:

- 1. St. Michaels Medical Center (SMMC):** Chief Gillard has added the SMMC to the agenda as the emergency department (ED) waiting times have increased. Chief Gillard and the Kitsap County Fire Chiefs have met with SMMC staff to see how the departments can help reduce wait times. SMMC reported staffing levels are low and are trying to fill vacancies. Recently SMMC lost their Emergency Department (ED) director and three charge nurses. Chief Gillard reported that SMMC is very engaged and are trying to find solutions. Chief Gillard stated there were medic units that were waiting over an hour to get patients seen. SMMC was very apologetic and are committed to mitigating and lowering wait times. They are actively recruiting and working diligently to improve current circumstances. Chief Gillard stated that there will be two stand-alone ED's coming to Kitsap County. There is one planned in Bremerton and one in South Kitsap. The hope would be that the stand-alone ED would be able to help reduce the wait times at the urgent cares and keep the hospitals open for more severe cases.
- 2. Staffing/Hiring:** AD Sawyers gave an update on hiring and staffing. An official offer of employment has been made to Bryce Withers and Mathew McKenna who will be starting with the District on 08/19/2024 as entry-level firefighter/EMTs. The application period ends tomorrow for the Community Support Specialist II (CSS); the department plans on conducting interviews in the next week. Chief Gillard did comment that there were some concerns with the future of the CSS and hoped that beyond 2025 the position would be a union-covered position.
- 3. Facilities:** Chief Gillard stated there is no update on the status of facilities from the last meeting. Chief Gillard did state Facility Manager Pickard is obtaining cost-effective quotes to decommission the oil tank.
- 4. Apparatus:** Chief Gillard commented that the recent medic unit sent out for re-chassis has returned. The department is still waiting for an updated quote on the ladder truck based on the information provided at the pre-build/design meeting. Chief Gillard is hoping the weight requirements will be met. The department has developed a lease agreement that meets the requirements of our attorney and the board to lease one of our reserve fire engines to a small fire department in Conconully, WA. Chief Gillard stated there would be a nominal charge to lease the engine and that the Conconully Fire Department would need to perform basic maintenance such as oil changes and fluid checks but any repairs would need to go through the Poulsbo Fire's fleet department. Commissioner Milton commented that he hopes there could be legislative action taken to better allow fire districts to donate items without it being considered gifting of public funds, especially when it would enhance other fire operations. Commissioner Whitley commented that it is better to run the apparatus than to keep them idle.

Commissioner Whiteley moved to authorize Chief Gillard to sign a lease agreement with the Conconully Fire Department. Commissioner Ingalls seconded. *Discussion: Commissioner Ingalls would like the board to be sent a copy of the lease agreement and be approved by the Chairman prior to signing.* Motion was amended and read by Commissioner Whiteley as "authorize Chief Gillard to sign the lease agreement with Conconully Fire Department upon review by Chairman." Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the amended motion to authorize Chief Gillard to sign the lease agreement with Conconully Fire Department upon review by the Chairman. Passed.

- 5. Policy Development- Legal Blood Draws:** Chief Gillard had nothing new to report. Commissioner Milton asked if the Medical Officer works with Kitsap County on the legal authority for legal blood draws. The District is just to ensure there is a policy in regards to taking blood draws when requested by law enforcement.

6. **Financial Report:** This has been removed from the agenda.
7. **Overtime Report:** DC Anderson discussed the overtime report for June 2024. The overtime expended was \$86,226.00; the amount was high due to long-term injuries and overtime. The District received \$12,388.00 in reimbursements.
8. **Operations Report:** DC Anderson discussed the operation report for the month of June. The District responded to 381 calls compared to the 336 calls in June 2023. DC Anderson stated that 41 of those calls were calls the CARES team responded to.
9. **Apparatus:** This has been removed from the agenda.

**Commissioner and Staff Comments:**

**Commissioner Milton:** Commented that the District should utilize smaller apparatus when feasible as it is expensive to run the larger vehicles.

**Commissioner Ellingson:** Attended the 911 Executive Committee. Kitsap 911 may be able to absorb the cost of user fees for 2025 but there will be an increase in 2026.

**Commissioner Ingalls:** Commented that the District needs to ensure that the reserves are accounted for. The District's reserves continue to grow and wants to ensure there is a plan for those funds prior to asking the community for more money.

**AD Sawyers:** Commented on the hard work from Administrative Specialist Robideaux on her work on the annual report. This report takes months to prepare and organize.

**Chief Gillard:** Chief Gillard agreed with the comments from Commissioner Ingalls. There will be a statement in the annual report that addresses the reserve funds. Those funds do have a purpose in the next year to include large cost capital improvements, Station 76, bond payoff amounts, a new medic unit, and staffing increases. Commended Carissa on her work on the annual report. It looks very professional and informative.

**Public Comment:** No public present.

**Executive Session:** At 4:56 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 5:01 p.m. At 5:01 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, August 14, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, August 27, 2024 via Zoom**

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

**ATTEST:**

Nichole Sawyers, Administrative Director