

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**August 14, 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 (DC)	Nichole Sawyers	Administrative Director (AD)
Wendy Luther	Finance Director		

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

**Approval of agenda:**

Commissioner Ellingson moved to approve the 08/14/2024 agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 08/14/2024 agenda. Passed.

**Public Comment:** None in attendance.

**Executive Session:** At 4:01 p.m., Commissioner Milton called a 3-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 4:04 p.m. At 4:04 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.** July 24, 2024 Regular Meeting Minutes
  - b.** Vouchers

Commissioner Ellingson moved to approve the 8/14/2024 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 8/14/2024 Consent Agenda. Passed.

**Discussion Items:**

- 1. Station 76:** Chief Gillard reported that the Planning Commission meeting will take place in a few weeks. The District is hoping for the hearing examiner's approval to move forward. The City of Poulsbo supports the Station 76 Project and intends to proceed once the District obtains the necessary permits. Commissioner Ellingson inquired about potential concerns regarding public feedback. Chief Gillard responded that there were only a few comments received from the State Environmental Policy Act (SEPA) meeting and does not believe there are any barriers to the construction of the station.
- 2. EMS Levy Update:** Chief Gillard stated that the levy passed with about 73 percent support. He gave credit to the crews for their hard work every day. The next plan will be to request a capital bond in 2026. Chief Gillard is currently working on projections. The capital bond would enable significant improvements to infrastructure, facilities, and apparatus within the District. Commissioner Milton acknowledged the bargaining unit for their support of the EMS levy. Commissioner Milton inquired about how long the EMS signage can be displayed before taking them down, to which Commissioner Ellingson stated that they can be up for 30 days. Commissioner Whiteley asked what percentage is needed for an EMS levy to pass, and the answer is 50 percent. For a permanent levy or a capital bond, the threshold would be 60 percent.

3. **2025 Budget Process:** Chief Gillard commented that the first 2025 budget meeting is scheduled for tomorrow to discuss the operational aspects of the budget. The District is still in contract negotiations for non-uniformed staff. Wages for 2025 are set for the uniformed staff.
4. **Staffing/Hiring:** AD Sawyers discussed the current hiring status. The District is currently recruiting for a Finance Director who will be taking over the role from Finance Director Luther who will be retiring in January 2025. The first resume review will be 8/28/2024. FF/EMT Mathew McKenna and FF/EMT Bruce Withers will be starting with the District on Monday. There may be a third pending the pre-employment testing results. The District has preliminary appointed seven new volunteers. The District welcomes Thomas Wymer and Charles Hennessy as volunteers. Four additional candidates are still pending testing results, and one was removed from the process for failing to pass a portion of the required testing. The District has offered a conditional offer of employment to fill the Community Support Specialist II position. Chief Gillard commented on the work Community Support Specialist (CSS) Julie Rogers has been providing. The District has been short on personnel for the CARES team and CSS Rogers has been serving the District in several capacities. FF/PM Sytsma returned on light duty helping with the CARES team. Chief Gillard requested concurrence from the board to increase staffing to 63 FTE now instead of waiting until 2025 to meet the needed staffing levels in 2025.

Commissioner Ellingson moved to authorize Chief Gillard to increase staffing levels to 63 FTE which would be above the 2024 approved staffing plan. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to increase staffing levels to 63 FTE which would be above the 2024 approved staffing plan. Passed.

Chief Gillard is hoping to increase the normal staffing to 11 in early 2025, once Station 76 opens. Chief Gillard will need to begin looking at promotions to prepare for Station 76.

#### Informational Items:

1. **St. Michaels Medical Center (SMMC):** The District is actively collaborating with SMMC to address emergency department wait times and staffing issues. On Friday 8/16/2024, the director of the urgent care centers met to discuss the impact and explore how the District could better support collaboration. One concern is that when urgent care centers are ready to close, they will call for a transport. The County Fire Chiefs would like to express concerns, better understand the challenges, and see how the fire districts can help improve services to the communities in the county. Additionally, fire districts are trying to engage the Navy to assist in reopening a hospital. Letters have been prepared, and efforts are underway to advance this initiative.
2. **Facilities:** Chief Gillard reported that Station 72's bathroom project is almost completed. The boathouse contract has been signed, and they are hoping to start the project in September. Commissioner Milton asked about the progress of completing the restrooms at Station 71. Chief Gillard replied that once Station 76 is completed, they can start the planned project at Station 71. They also discussed the cost estimate for removing the above-ground oil tank, which is roughly \$30,000. Chief Gillard emphasized the importance of not wasting money, considering potential large projects in that area in the future. Commissioner Milton inquired about planning for the future of Station 72. It was mentioned that the next Strategic Advisory Board (SAB) meeting will focus on the capital plan and the bond. Chief Gillard will use updated analytics to make determinations based on call volumes and service needs. Commissioner Milton suggested exploring the potential of having a combined station with North Kitsap Fire & Rescue to better serve both communities. Chief Gillard acknowledged the importance of ongoing communications regarding this matter. Commissioner Ingalls stated that discussion on Station 72 should be on the radar, but until there is actual movement or an increase in service levels, it should not be the primary focus.
3. **Apparatus:** Chief Gillard met with the ladder truck committee to discuss the current plan. Chief Gillard stated the District is still waiting on the total weight of the ladder truck before it can be approved to ensure the District meets the RCW and WAC requirements for our apparatus to operate. The cost is only \$20k more than originally quoted; Chief Gillard hopes to move forward soon. The medic unit is still being re-chassised, and the District is working on a capital budget for purchasing a new medic unit in 2025. The District is considering the new safety features in the new medics which may have an impact on crews. The District has ordered a Battalion Chief rig, and it will have some after-market items and in-house modifications. The Town of Conconully contract is signed,

and the engine will be delivered next week. The District is also exploring the possibility of updating the Pierce, which is over 24 years old. The District is considering the cost savings of getting a refurbished engine versus purchasing a new one.

4. **Financial Report (June):** FD Luther reviewed the June financial report. The main expense in June was the HRA contributions, and the budget was as expected. The District is starting to see grant revenue coming in from the University of Washington and the Street Medicine Program. Commissioner Milton asked about the status of impact fees. Chief Gillard needs to schedule a meeting with the planning committee, which he plans on presenting after the approval of the Station 76 Project.
5. **WFCA Commissioner Conference/Snur Seminar:** AD Sawyers commented that the WFCA Conference is scheduled 10/23/2024-10/26/2024 in Spokane, WA. Registration will begin this week.

**Commissioner and Staff Comments:**

**Commissioner Whiteley:** Stated he received an inquiry from citizen Susan Simon who asked if there were any volunteer opportunities with the CARES program. Chief Gillard said he would look into possibilities.

**Commissioner Ellingson:** Washington Fire Training Academy is moving to put legislative action forward to allow personnel to be part of the Law Enforcement Officers' and Fire Fighters' Retirement (LEOFF) Plan 2 retirement system vs. the Public Employees' Retirement System (PERS). Discussed briefly the recently attended Department of Labor and Industries (L&I) meeting.

**Chief Gillard:** Tomorrow is Deputy Fire Marshal/Lt. Harvey's last day with the District. Chief Gillard thanked him for his service and stated he will be missed.

**Commissioner Milton:** Has heard great things about the community CPR/AED classes.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, August 28, 2024 at 16:00**

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

Washington Fire Commissioner Association Conference, **Wednesday-Saturday, October 23-26, 2024**

**Adjourn:** The regular meeting was adjourned by common consent at 5:08 p.m.

**ATTEST:**

Nichole Sawyers, Administrative Director