

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 25, 2024
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner (Excused)
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Nichole Sawyers	Administrative Director (AD)
Jeff Russell	Deputy Chief (DC)	Wendy Luther	Finance Director (FD)
Kevin Vay	Staff	Mark Bartholomew	Staff

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

Approval of agenda:

Commissioner Uberuaga moved to approve the 09/25/2024 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 09/25/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:01 p.m. Commissioner Milton called for a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 4:16 p.m. At 4:16 p.m. Commissioner Milton closed the executive session and reopened the regular meeting. No action was 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. September 11, 2024 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (September)

Commissioner Ellingson moved to approve the 09/25/2024 Consent Agenda. Commissioner Whiteley seconded. Commissioner Ellingson commented on concerns with the electric bill at Station 73. Motion was carried with a unanimous vote to approve the 09/25/2024 Consent Agenda. Passed.

2. **Commissioner Payroll (September)**

Commissioner Ellingson moved to approve the September Commissioner Payroll in the amount of \$2,737.00. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the September Commissioner Payroll in the amount of \$2,737.00. Passed.

Discussion Items:

1. **Station 76:** Chief Gillard discussed the current progress of the Station 76 Project. The District met with the Public Hearing Examiner last week. The District is now waiting to hear comment from that meeting before moving forward with the Station 76 Project.
2. **2025 Budget Process:** Chief Gillard commented there has been no progress in the budget process. The District plans on having a meeting in October to discuss the small capital budget.
3. **Policy 6020 Outside Training (Continuation from 8/28/2024 Regular Meeting):** The District is going to need more time to review with the bargaining unit.
4. **2025 EMS Billing Rates:** Chief Gillard discussed increasing the EMS billing rates for advanced life support (ALS) and basic life support (BLS) services for 2025. In 2024, the District agreed to make a conservative approach when raising EMS billing rates. The District is behind in comparison to Kitsap County. Chief Gillard made the following recommendation: Increase the base rate for ALS 1 to \$950.00, increase the base rate for ALS 2 to \$1,100.00, increase the base rate for BLS to \$800.00, and increase the mileage amount to \$19.00/mile. This is based on discussion from last year and working with the neighboring districts.

Commissioner Ellingson moved to authorize Chief Gillard to draft a resolution adopting the proposed billing rates. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to draft a resolution adopting the proposed billing rates. Passed.

5. **Exempt Staff Contract Adjustments:** Chief Gillard recommended adjustments to exempt staff. Chief Gillard will bring back formal amendments for the following positions: Fire Chief, Deputy Chief, Administrative Director, and Finance Director.
6. **Surplus E-One Fire Engine:** DC Russell discussed the District's need to surplus the 1996 E-One Cyclone Fire Engine. The District no longer has use for the engine and has received an appraisal for \$20,000.00. DC Russell asked if the Board agrees to surplus the engine he would like to have the Board formally adopt Resolution 24-06.

Commissioner Whiteley moved to adopt Resolution 24-06 Surplus E-One Fire Engine. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 24-06 Surplus E-One Fire Engine. Passed.

7. **Specialty Assignment Hybrid Schedule:** Chief Gillard is working on a memorandum of understanding with the bargaining unit on a hybrid schedule which would apply to our daytime specialty positions that want to perform some of the duties of prevention but still be on shift. Discussed the details of the proposed hours/days.

Informational Items:

1. **St. Michaels Medical Center (SMMC):** SMMC is still facing challenges with extended wait times. SMMC is aware of the continued increasing wait times and metrics show that the wait times are as bad as they were during COVID-19. SMMC is communicating with fire agencies but the District will be involved in discussions to build awareness. SMMC is having both staffing and boarding shortages. The District's Community Assistance, Referral, and Education Service (CARES) is working with SMMC to get a provider on board, and is working on software usage and control. Commissioner Milton asked if the crews can call ahead to ensure a bed and assistance. Chief Gillard stated that the District is wanting to make sure those patients who are in critical condition are being seen as a priority. Commissioner Milton stated that we need to stay on top of this. Commissioner Uberuaga asked about the process for diversion. Chief Gillard stated that the crews will transport to the nearest facility. Chief Gillard believes that an additional stand-alone emergency department would be helpful and reduce the low acuity BLS transports from overutilization of the SMMC Emergency Department. Commissioner Ellingson stated that he attended the Kitsap County Fire Commissioner meeting and discussed a presentation from some of the Olympic College nursing staff. DC Anderson commented on the external barriers the SMMC is facing with the lack of boarding availability. Commissioner Whiteley asked if there was any feedback from the Department of Defense on reopening the Naval Hospital. Chief Gillard stated that there has been no response from letters submitted. The District introduced Victoria Effray, the new Community Support Specialist.

2. **Staffing/Hiring:** AD Sawyers discussed the current hiring and staffing. The new Community Support Specialist II, Victoria Effray has started. The groundskeeper, Jack Dinnen resigned and the District will not be filling that position until next Spring. The fire chief interviewed four candidate's for the finance director position. The District has made a conditional offer and will be discussing the employment contract tomorrow. Two firefighters starting the end of October, waiting on pre-employment testing.
3. **Facilities:** Chief Gillard stated the District will be looking for groundskeeping service for low grounds maintenance. Chief Gillard commented on the good work Facility Manager Pickard is doing, adding that he just installed new lighting in the apparatus bay. Commissioner Milton asked Fleet Technician, Mark Bartholomew about the new lifts in the apparatus bay. Mark commented that four brand new lifts were approved in last year's budget; he commented on the safety features and reliability the new lights provide. Chief Gillard also commented that Station 73 had a block heater from the medic unit turned on its side, causing the increase in the electricity bill.
4. **Apparatus:** Fleet Technician, Mark Bartholomew commented how fleet and Firefighter/Paramedic Lowrie are working on new specifications for the medic units. The District has not made any final decisions and will bring forward to the Board when completed. Chief Gillard stated the main focus of the committee is on purchasing a is the chassis, the box itself, and the which manufacturer to select.
5. **Kitsap County Fire Training Consortium-ILA Extension:** Chief Gillard is currently working with the other fire districts on updating the Kitsap County Fire Training Consortium ILA. The current ILA is expiring at the end of this year. There was some concern on the training consortium making money from outside entities and how those funds will be used. Chief Gillard will be making a recommendation to the board in the upcoming weeks.
6. **Financial Report (August):** FD Luther discussed the August financial report. FD Luther stated there was some KSORT expenditures since they hosted a technical rescue class. FD Luther commented there are no areas of concern. FD Luther stated the District did receive feedback from the Healthcare Authority for the GEMT reimbursements. This year the District will receive a settlement of \$319,000.00. Commissioner Milton asked if the District's Labor and Industries (L&I) costs are affected by employees no longer employed. FD Luther stated the District is impacted even when people are no longer employed with the District if they have an open L&I claim. FD Luther stated the current interest rate on investments is 3.87 percent.
7. **Overtime Report (August):** DC Russell discussed the overtime report. DC Russell stated the adjusted monthly overtime total was \$54,600.00. Over \$9,000.00 was due to training. Overtime in the CARES program was reduced; Firefighter/Paramedic Sytsma was assigned to the CARES team while working light duty. The District is at 55 percent of the overtime budget for 2024.
8. **Operations Report (August):** DC Russell discussed the operations report from last month, which included the CARES numbers. CARES responded to five calls; that number was lower due to staffing. The District ran 386 calls which is 8.5% increase from 2023 in which the District responded to 356 calls. The District is averaging 12.5 calls a day. There was a structure fire yesterday and a few serious EMS calls. Commissioner Uberuaga asked if Port Gamble has caused any access issues with the road closures. DC Russell stated there has been no impact.

Commissioner and Staff Comments:

Commissioner Ellingson: Attended a Kitsap 911 meeting, and did a walk-through of the facilities; the whole dispatch floor is empty and employees are moved across the building.

DC Russell: Good open house on Saturday and appreciated the support, though not as big of a turnout. Also, commented on the great work from Administrative Specialist Robideaux and her photography.

AD Sawyers: Commented that it is the last day to receive a full refund from the WFCA conference.

Chief Gillard: Commented on the great work the crews are doing. Received a letter from a local citizen thanking the crews and showing gratitude for the kindness and empathy that was shown. Also commented how he enjoys interviewing

people who want to work here and hearing what a great organization Poulsbo Fire is which is in credit to the work the firefighters and staff do.

Public Comment: No public present.

Good of the order:

Next Regular Meeting Wednesday, October 09, 2024 at 16:00

Kitsap County Fire Commissioners Meeting, Tuesday, October 22, 2024 via Zoom

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

Adjourn: The regular meeting was adjourned by common consent at 5:18 p.m.

ATTEST:

Nichole Sawyers, Administrative Director