

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**October 9, 2024**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Carissa Robideaux	Administrative Specialist (AS)
Jeff Russell	Deputy Chief (DC)	Wendy Luther	Finance Director (FD)

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

**Approval of agenda:** Chief Gillard requested to amend the agenda by removing discussion item number six, “Engine Purchase Sale Agreement” and replacing the item with the topic of “Litigation Settlement.”

Commissioner Ingalls moved to approve the amended 10/09/2024 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the amended 10/09/2024 agenda. Passed.

**Public Comment:** None in attendance.

**Executive Session:** At 4:03 p.m. Chief Gillard called for an 8-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run until 4:11 p.m. At 4:11 pm Commissioner Milton announced the executive session would be continued until 4:27 pm. At 4:27 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 25, 2024 Regular Meeting Minutes
  - b. Vouchers

Commissioner Ellingson moved to approve the 10/09/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 10/09/2024 Consent Agenda. Passed.

- 2. Resolution 24-07 2025 EMS Billing Rates:** Establishes the 2025 billing rates for EMS transports.

Commissioner Uberuaga moved to adopt Resolution 24-07 establishing the 2025 billing rates for EMS transports. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Resolution 24-07 establishing the 2025 billing rates for EMS transports. Passed.

**Discussion Items:**

- 1. Station 76:** Chief Gillard reported that on Oct 1, 2024 the city of Poulsbo notified the District of an issue with the stormwater design. The civil engineer, hired by Hill & Associates, was confident the design should have been approved, however, the city of Poulsbo stated the size of the dispersion area of the system would not work on the site. The main concern at this point is why the city has taken five months to provide us notification of this problem, and who will be paying for the redesign of the system. Chief Gillard stated these issues will need to be addressed without impeding progress on the Station 76 Project. The District should have a redesigned stormwater system completed by the end of this week which will be resubmitted to the city at the beginning of next week. There will be a substantial increase in the cost of the stormwater project, which is estimated to be between \$200,000-\$300,000. A tree-cutting and clearing permit has been issued for the site; a grading permit will be the

next permit to be approved. Commissioner Ellingson asked if the District has consulted with Attorney, Brian Snure regarding who will be responsible for the additional costs. Chief Gillard stated Hill & Associates will be our advocate on the matter of fiscal responsibility.

- 2. 2025 Budget Process/Priorities/Public Hearing:** FD Luther shared the 2025 Projected Revenue spreadsheet. FD Luther responded to inquiries regarding the budget, but the inquiries were related to issues regarding the capital budget, not the operating budget; the capital budget is still being created. The public hearing for the 2025 operating budget will be held at Station 71 on November 13, 2024, at 4 pm.
- 3. October 23, 2024 Meeting:** Due to the Chief and Commissioners' attendance at the Washington Fire Commissioners Association (WFCA) Conference in Spokane, the October 23<sup>rd</sup> Board of Fire Commissioner Meeting will be rescheduled.

Commissioner Ellingson moved to reschedule the October 23, 2024 Board of Fire Commissioner meeting to Wednesday, November 6, 2024, at 4:00 pm. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to reschedule the October 23, 2024 Board of Fire Commissioner meeting to Wednesday, November 6, 2024, at 4:00 pm. Passed.

#### 4. Proxy Designation:

Commissioner Milton moved to authorize Commissioner Whiteley and Commissioner Ellingson to vote on behalf of Commissioner Milton and Commissioner Ingalls, respectively, during the WFCA Conference. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to authorize Commissioner Whiteley and Commissioner Ellingson to vote on behalf of Commissioner Milton and Commissioner Ingalls, respectively, during the WFCA Conference. Passed.

- 5. Policy 6020 Outside Training:** Chief Gillard stated the policy regarding a “C” standard for tuition assistance has been the biggest point of discussion with the bargaining unit. Chief Gillard stated this “C” standard is necessary to continue receiving tuition assistance. If a student withdraws or fails the class, they will be required to reimburse the department. The bargaining unit wishes to see the tuition assistance program continue so alternate verbiage was discussed. If less than a C, you are ineligible for future tuition assistance. Chief Gillard stated if the class or equivalent is retaken at the student’s expense and a passing grade is submitted to the District, the student would then be re-eligible for the tuition assistance program. Commissioner Ellingson requested a final review of the verbiage on the policy and for a vote to be taken at the next meeting.
- 6. Litigation Settlement:** Chief Gillard reported that a claim filed against the District last year concerning a department vehicle vs. pedestrian collision has been settled by our insurance company for \$11,300 (\$7,000 of which was medical bills).
- 7. Exempt Staff Employment Agreements:** Chief Gillard noted the amendments made to the Deputy Chief, Finance Director, and Administrative Director employee agreements.

Commissioner Ellingson moved to approve the amended employee agreements for the Deputy Chief, Finance Director, and Administrative Director positions. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the amended employee agreements for the Deputy Chief, Finance Director, and Administrative Director positions. Passed.

Commissioner Ingalls moved to approve the employee agreement for the Fire Chief. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the employee agreement for the Fire Chief. Passed.

## Informational Items:

- 1. St. Michaels Medical Center (SMMC):** SMMC emergency room wait times are increasing; wait times are nearing the same levels they were at the end of 2022. Chief Gillard recommended reinitiating the task force previously in place which authorized regular meetings with the SMMC leadership. Two recent cases from the District have been forwarded to the Department of Health (DOH) for an investigation. Chief Gillard stated SMMC doesn't have enough staff or beds to keep up with the demand in the community. Commissioner Uberuaga stated he has heard of numerous employees leaving SMMC. Crews have been diligent about documenting instances when wait time is affecting patient care.
- 2. Staffing/Hiring:** Chief Gillard reported two new firefighters will be starting on 10/28/24. The finance director candidate is currently going through the hiring process with an anticipated start date at the beginning of November. The District is working to solidify staffing for the Firefighter/CARES position.
- 3. Facilities:** Chief Gillard reported Facility Manager (FM) Pickard has been working on moving forward with the 2<sup>nd</sup> floor remodel of Station 71, addressing the scope of what he can accomplish himself. Chief will speak with FM Pickard regarding completing moss control on the Station 77 roof.
- 4. Apparatus:** Chief Gillard commented that the District is working on the design for 2025 medic unit. The medic unit currently has a 32-month build time. Mechanics have located a coolant problem on Engine 111, which may lead to potentially replacing a head gasket; the engine will have to be pulled out of service. The Board debated pros and cons regarding gasoline vs. diesel engines. Commissioner Milton requested a small boat update. Chief Gillard stated that his plan is to include for the small boat to be replaced in the capital plan. DC Russell stated Hood Canal needs a rescue boat with more capacity and that is safer for our firefighters in open waters. Captain Ramey has been researching new and used options.
- 5. Illegal Burn Enforcement:** DC Russell reported on 10/2/24 a request was sent to Puget Sound Clean Air Agency for renumeration in the amount of \$1,084. On 9/16/24 crews responded to a Cedar Lane address, located in the urban growth area (UGA), for an active illegal burn which was found to be unattended. On 9/18/24, fair warning was given to the resident after crews responded to a second active illegal burn. On 9/30/24, crews responded to third active illegal burn. Commissioner Milton asked who issues a fine to the resident. DC Russell stated Puget Sound Clean Air Agency will fine the responsible party.
- 6. Training Consortium Interlocal Agreement (ILA) Extension:** Chief Gillard discussed updates to the ILA; the original agreement is set to expire at the end of the year. The training consortium has been generating revenue, particularly during fire academies. A change regarding excess revenue will be addressed by redistributing the revenue back to departments based on the investment provided (i.e. instructors staffing the academy) to the consortium. The training consortium has established a list of services they will provide, and not provide, to better define the roles of the consortium. The first draft of the ILA has been provided for the Board's review.

## Commissioner and Staff Comments:

**Commissioner Ellingson:** Discussed findings from the October Washington Labor & Industries meeting.

**DC Anderson:** Notified the Board that crews have had to respond to a call in the south end of the District that is being investigated as a possible homicide.

**DC Russell:** Spoke to the tragedy that occurred in our community today, noting two deceased victims and the impact on the firefighters who responded to the call; his thoughts are with the crews.

**Chief Gillard:** A gas tank fire was successfully extinguished on Front Street. Open Houses went well; Station 72 was a little underattended. Will create a more formal agenda for the Open Houses next year to organize station experiences to be more consistent. While at Station 73, several community members asked questions regarding the direction/future of the station.

**Commissioner Milton:** Commented on the dangers of lithium-ion batteries causing fires.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, October 23, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting **Tuesday, October 22, 2024, 19:00 via Zoom**

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

**Adjourn:** The regular meeting was adjourned by common consent at 5:50 p.m.

**ATTEST:**

Carissa Robideaux, Administrative Specialist