

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 06, 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)	Amy Strzalka	Finance Director (FD)

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 11/06/2024 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 11/06/2024 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:03 p.m. Chief Gillard called for a 15-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations set to run 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. October 9, 2024 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (October)

Commissioner Ellingson moved to approve the 11/06/2024 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 11/06/2024 Consent Agenda. Passed.

- 2. Commissioner Payroll (October):** Commissioner Ellingson discussed October commissioner payroll.

Commissioner Ellingson moved to approve the October commissioner payroll in the amount of \$3,703.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the October commissioner payroll in the amount of \$3,703.00. Passed.

- 3. Resolution 24-08 Surplus Electronics:**

Commissioner Ingalls moved to adopt Resolution 24-08 authorizing the surplus of items presented. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 24-08 authorizing the surplus of items presented. Passed.

- 4. Engine Purchase/Sale Agreement:** DC Russell reported that there have been no updates since the last meeting regarding the sale of the engine to the Conconully Fire Department. Commissioner Uberuaga expressed gratitude for DC Russell's work on the contract. Commissioner Ellingson noted that current legislation is being considered to give fire districts more flexibility in the process of surplus vehicles.

Commissioner Uberuaga moved to authorize Chief Gillard to sign the Engine Purchase Sale Agreement with Conconully Fire Department. Commissioner Whiteley seconded. Motion was carried to authorize Chief Gillard to sign the Engine Purchase Sale Agreement with Conconully Fire Department. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard updated the board on the Station 76 project, noting that approximately two-thirds of the building site has been cleared. However, a redesign of the stormwater system has become necessary, and this change is expected to add about 10% to the total project cost. This was an unexpected development, as the plans had been under review by the city for five months, and the district only recently learned that the original stormwater design would not be approved. When Commissioner Ellingson inquired why the original dispersion system was rejected, Chief Gillard explained that the submitted design could not handle the required volume of water. The district is now working with the contractor and civil engineers to explore more cost-effective alternatives, though this will likely delay the project's timeline.
- 2. 2025 Budget Process/Priorities :** Chief Gillard reviewed the proposed 2025 budget with the board, noting concerns regarding the increase in industrial insurance premiums. The board requested more information on this matter. Commissioner Ellingson inquired about the rise in dental insurance costs and suggested that the district explore using the Washington Fire Commissioners Association (WFCA) for better rates. The district agreed to look into this option. Commissioner Ingalls raised questions about the increase in the fleet maintenance line item. Chief Gillard will provide more details on what is being requested. Commissioner Ingalls also asked about the significant costs related to KSORT, while Commissioner Ellingson questioned the increase in overtime expenses, especially given that the district has been under budget and recently hired additional staff. DC Russell explained that with a new contract, staffing changes, and additional training requirements, overtime costs are expected to rise. Finally, Chief Gillard presented the small and large capital budget for 2025 and discussed a new format for the budget projections.
- 3. Policy 6020 Outside Training:** Chief Gillard requested that the board adopt the policy portion of Policy 6020, *Outside Training*. The procedure section is still under negotiation and may require additional time to finalize. However, the education reimbursement component of the procedure has been agreed upon, and Chief Gillard hopes this aligns with the board's intent to establish clearer guidelines for education reimbursement. Commissioner Ellingson asked some clarifying questions.

Commissioner Ellingson moved to adopt Policy 6020 Outside Training, ensuring the language in the associated procedure regarding education reimbursement remains as presented. Commissioner Whiteley seconded. Motion was carried to adopt Policy 6020 Outside Training, ensuring the language in the associated procedure regarding education reimbursement remains as presented. Passed.

- 4. Training Consortium ILA:** Chief Gillard informed the board that the proposed Training Consortium Interlocal Agreement (ILA) has been approved by the Kitsap County Fire Chiefs and is requesting the board's approval to adopt the agreement, which extends the current ILA. The agreement has also been reviewed and approved by legal counsel.

Commissioner Ellingson moved to authorize Chief Gillard to sign the updated Training Consortium ILA as presented. Commissioner Uberuaga seconded. Motion was called to authorize Chief Gillard to sign the updated Training Consortium ILA as presented. Passed.

- 5. Hybrid Schedule MOU:** Chief Gillard presented a hybrid work schedule requested by the labor group. This schedule is an amendment to the current uniformed CBA and is designed to provide more flexibility for the firefighter assigned to the CARES program by allowing them to work shift schedules.

Informational Items:

- 1. St. Michaels Medical Center (SMMC):** Chief Gillard reported that the EMS task force has been reactivated, noting that wait times remain a significant issue. To address this, staffing has been increased with the hire of travel nurses in an effort to reach the budgeted staffing levels, which should help reduce wait times. Recruitment is also ongoing for a provider for the CARES team. Additionally, Chief Gillard discussed the shortage of primary and urgent care services in North Kitsap. He mentioned that leadership from a freestanding emergency department (ED) hospital is exploring the possibility of opening a community clinic in the area in the future.
- 2. Staffing/Hiring:** AD Sawyers provided an update on current staffing changes. He introduced Amy Strzalka as the district's new Finance Director. Additionally, AD Sawyers announced that the district has added two new probationary firefighters, Firefighter Mooney and Firefighter Zapata. He also shared that the current Finance Director, Luther, has submitted her notice of retirement, effective November 20, 2024.
- 3. Facilities:** Chief Gillard provided an update that Facility Manager (FM) Pickard is continuing to move forward with the second-floor remodel at Station 71, determining the scope of work he can handle personally. Commissioner Milton inquired about the Darkhorse software and whether any analytics had been conducted for Station 72. Chief Gillard confirmed that the program is a valuable tool and, based on the data, Station 72 is well-located. However, he noted that rebuilding on the current lot may not be feasible in the future.
- 4. Apparatus:** DC Russell reported that the district has received the rechassis'd medic unit, and the fleet division is currently working on adding some upgrades. They hope to have the new unit in service soon. Additionally, DC Russell shared that the timeline for the ladder truck has been accelerated by one year, with delivery now expected in mid-2025. Engine 111 is undergoing repairs, with an estimated 11-week turnaround for a radiator replacement. The delay is due to supply chain issues with Cummins.
- 5. Employee Handbook Update:** AD Sawyers will be introducing the District's updated Employee Handbook in the upcoming month.
- 6. Financial Report (September):** FD Strzalka stated there was nothing to report, as items were covered in the budget discussion.
- 7. Overtime Report (September):** DC Anderson discussed the District's overtime totals for the month of September. The District spent a total of \$86,490.00 receiving about \$29,000.00 in reimbursement. The total overtime cost for September was \$57,468.00. The District is currently at 64% of the projected 2024 overtime budget.
- 8. Operations Report (September):** DC Anderson discussed the operations report for the month of September. The District responded to 351 total calls which is higher than the call rate in September 2023 at 348. The District also responded to 16 CARES calls. Mutual aid was given 35 times and received 50. DC Anderson also discussed some significant events in October that resulted in loss of life. DC Anderson stated the peer support program has made a positive impact on the District and personnel.

Commissioner and Staff Comments:

Commissioner Uberuaga: A question was raised about the district's role in fire prevention inspections on tribal lands. DC Russell asked if the inquiry was specific to the land located at Bond and Gunderson, explaining that different requirements apply in these areas since the county does not have jurisdiction. He noted, however, that new construction on tribal lands has been cooperative, with tribal authorities often going above and beyond in their fire safety measures. If any concerns or violations arise, they would be reported to the tribe. Commissioner Uberuaga then asked about the district's liability in the event of a failure. DC Russell responded that the situation would be handled the same as any business within the fire district, clarifying that the district does not have enforcement authority but can only make recommendations.

Commissioner Whiteley: asked if the District would like to participate in the lighted ships on December 21, 2024.

Commissioner Ellingson: commented on the WFCA conference, and the administration changes. There was a well attended region nine meeting. April 12, 2025 will be the region 9 conference in Mason County.

AD Sawyers: reminded the board that the District's public hearing on the 2025 budget is next Wednesday at 4:00 PM.

Public Comment: No public present.

Good of the order:

Next Regular Meeting **Wednesday, November 13, 2024 at 16:00**

Public Hearing: 2025 Proposed Budget **Wednesday, November 13, at 16:00**

Kitsap County Fire Commissioners Meeting **Tuesday, November 26, 2024, 19:00 via Zoom**

Exective Session: : At 6:12 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 6:27 p.m. At 6:27 p.m., Commissioner Milton closed the executive session and reopened the regular meeting. No action was taken.

Adjourn: The regular meeting was adjourned by common consent at 6:27 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary