

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 8, 2019
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

| | | | |
|-----------------|--------------|-----------------|------------------------|
| Jim Ingalls | Commissioner | Darryl Milton | Commissioner |
| Conrad Green | Commissioner | David Ellingson | Commissioner (excused) |
| Jeff Uberuaga | Commissioner | Jim Gillard | Fire Chief |
| Lise Alkire | Staff | Jeff Russell | Staff |
| Jake Gillanders | Staff | | |

Call to Order: Meeting was called to order by Chair Ingalls at 4:00pm.

Approval of Agenda:

Commissioner Milton moved to approve the 5/8/2019 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 5/8/2019 agenda.

Public Comment: There was no public in attendance.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Milton moved to approve the 5/8/2019 consent agenda. Commissioner Green seconded. Motion was called with a unanimous vote to approve the 5/8/2019 consent agenda.

- 2. Authorization for Negotiating Architectural Fees for Station 71 Remodel: Chief Gillard** provided some background and invited Captain Gillanders to brief the board. Captain Gillanders reported he and D/C Peterson had met with representatives from the two architectural firms that had responded to the District's RFP: Hoshide Wanzer out of Seattle and Rice/Fergus/Miller from Bremerton. Captain Gillanders commented both firms were clearly very competent and experienced, but it was Rice/Fergus/Miller's proven ability in conducting a project such as this in an operating fire station, versus Hoshide Wanzer's experience in working in the public sector, but not in buildings that were open 24/7, that prompted their recommendation of Rice/Fergus/Miller. It was clarified that the overall project is comprised of remodeling the crew quarters' restroom for unisex use (individual "pods" that include a toilet, sink, and shower); closets versus lockers in the bunk rooms improving useable area in the rooms, and better flow in the crews' work area. Captain Gillanders noted that he and D/C Peterson expressed the department's needs and both firms responded with best practices for fulfilling those needs as well as the impact of current building codes; again, because of Rice/Fergus/Miller's experience with fire stations and the fire service, he felt they were the best choice, thus his recommendation. The following motion was then made:

Commissioner Milton moved to authorize staff to negotiate architectural fees for the Station 71 remodel project with Rice/Fergus/Miller. Commissioner Green seconded. Motion was called with a unanimous vote to authorize staff to negotiate architectural fees for the Station 71 remodel project.

Discussion Items:

- 1. Peer Support Program:** Chief Gillard expanded on an idea recently expressed about recognizing two of our members for, specifically, their development and management of the District's peer support program. He continued by providing a brief history of the program: in the past when a particularly challenging and/or horrific call occurred, the crews involved would meet for an hour or so with a critical incident stress management professional, talk about the incident, and then move on. As the health and safety officer at the time, Chief Gillard suspected that this approach may not be enough; unfortunately a dramatic increase in firefighter suicide rates underscored that suspicion. In 2013 we changed this approach and became involved in the peer support program. Peer support members self-selected and have received training on what is a normal response to a traumatic call, versus not. For instance, it is common for visions to occur the next night, but it's not common for them to continue to occur. They are not trained as counselors, so part of the responsibility of these members is to recognize when professional help is needed. As mentioned, PTSD and suicide rates in the service are escalating – more firefighters died last year from suicide than line-of-duty-deaths. While the two members he is recommending for special board recognition receive compensation for training and when they conduct in-house debriefings, they are not compensated for the middle of the night calls or hours spent with a colleague in distress. This program also differs from the traditional critical incident stress debriefing model because of the familiarity with those providing help and the ability for continued follow-up. The program continue to be successful and, in fact, two more career members and one volunteer member are being trained. Again, a big part of its success is the ability to speak to someone you know and trust. The Board concurred with recognizing these two peer support members and staff will work with Commissioner Green to develop the resolutions and plaques; it was suggested that the presentation be made at the upcoming promotional event.
- 2. Hiring Update:** AS/HRM Alkire reported that Travis McCarthy has signed his conditional offer of employment and the pre-employment process has begun; it is expected that FF McCarthy will be joining the department by mid-June. Chief Gillard then recapped the conversation from the last meeting reporting that Chief Anderson has identified a couple of fire academies that are available this fall; there is no summer session at the state academy and Bates' program is full. One of the concepts for future consideration is how we set salaries while on probation for candidates who do not have their FFI certification; however, this is a contract issue that cannot be changed in time for this hire. As mentioned in the previous discussion, hiring a paramedic without a FFI certification requires that the District make an investment this summer in preparation for next year's projected shortage of paramedics. If a hire was made in June or July, the individual could fulfill the 90-day proctoring requirement, then attend a firefighter academy for an additional two months, and be part of minimum staffing at the beginning of 2020. Again, this approach requires an approximate five-month wage and benefit investment prior to the individual being qualified for minimum staffing. The Board clarified that if the right person is not found, the District will not lower its standards and will not hire, then concurred with the plan to hire a paramedic and send that individual to a firefighter academy acceptable to the District.
- 3. Long-Term Disability MOU:** As mentioned at the last meeting, the Board has already approved the use of short-term disability payments be used to buy back sick leave utilized to keep members' wages "whole" if injured off duty, much like L&I time-loss payments are treated; it was Chief Gillard's intent to extend this benefit to long-term disability payments as well. Unfortunately there have been some challenges encountered regarding light-duty and its

impact on payments so he is not recommending extending the program at this time. This led to a short discussion regarding L&I's treatment of injuries, specifically the time involved, and Central Pierce's approach which involves working with sports medicine medical professionals that has been very successful. CPF&R's Assistant Chief Adam Jackson developed this program and there is county-wide interest in a presentation by A/C Jackson regarding how this program was instituted and the benefits gained.

4. **Resolution 19-XXXX EMS Levy:** Chief Gillard clarified that running this ballot measure one year early, and then collecting the tax revenue one year early, changes the cycle so this ballot measure's end date will be 2025, not 2026. There was also clarification that if the measure was approved with the limiting factor being the CPI rather than one percent, collection is still capped at fifty cents per thousand. Chief Gillard closed by reporting that he is scheduled to meet with Chief Smith to discuss the CPI limiter. This item will remain under "Discussion."
5. **Policy 2010 Discrimination and Harassment:** Chief Gillard reported the version of this policy that was approved included bullying and hazing, which were removed due to the District's counsel recommendation to the separate policy entitled "Respectful Workplace." As Commissioner Ellingson was not in attendance, this item will remain in the "Discussion" area for the next meeting's agenda.

Informational Items:

1. **The Pulse:** AS/HRM Alkire reported the publication is at the printers and is projected to be mailed the week of May 20th. She once again commended NKF&R's PIO Michele Laboda for her diligence in producing this valuable publication.
2. **2018 Annual Report:** It was asked that this draft document be e-mailed to Commissioner Ellingson and also ensure that there is a web page reference where our constituents can go to view the District's informational video.

Commissioner and Staff Comments:

Commissioner Milton inquired about comparables; Chief Gillard responded the comparable list is being developed and it will be made available to the Board. Commissioner Milton also inquired if a program such as the "Health One" program being launched by the Seattle Fire Department would be of help in our community (the "Health One" program is comprised of a team of trained firefighters accompanied by a social worker to help people with mental health and substance abuse problems); Chief Gillard noted that this approach to low acuity calls by SFD makes a lot of sense, but our community doesn't have the density to support a program such as this. Commissioner Milton closed by asking about our crews' ability to cross-train on NKF&R's boat; Chief Gillard responded that PFD's first priority is getting Poulsbo Police trained in using our boat (as we are for theirs) and then he will be speaking with Chief Smith. Currently each shift has three pilots and all firefighters are trained as deckhands to assist the pilots; D/C Russell added that the department is working toward potentially having five pilots on each shift to ensure there is always a pilot on duty for response; this remains a challenge, but is the eventual goal.

Commissioner Green remarked how much he appreciated the comments about PIO Laboda and the inter-agency collaboration he has witnessed, particularly among the fire service.

Commissioner Ueberuaga asked about coverage for Viking Fest and Chief Russell provided a brief overview of the event's staffing plan.

Chief Gillard reported he had received notice from the Suquamish Tribe regarding this year's grant and he will be in contact with Tribal Chairman Leonard Forsman regarding potential grant requests. He closed by reminding the Board of the June 9th retirement event.

Public Comment: There were no members of the public in attendance.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, May 22, 2019 at 16:00**

KCFCA Meeting: **Tuesday, May 28, 2019 19:00 Kitsap 911**

Bi-North Commissioners Meeting **Monday, June 17, 2019 19:00 NKF&R Station 81**

Adjourn:

The meeting adjourned by common consent at 5:35p.m.

ATTEST:

Lise D. Alkire
KCFD #18 Secretary to the Board