

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
February 24, 2021  
Poulsbo Fire Department via Zoom™  
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Staff	Bruce Peterson	Staff
Lise Alkire	Staff	Wendy Luther	Staff
Kevin Vay	Staff		

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

**Approval of Agenda:**

Commissioner Milton moved to approve the 2/24/2021 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 2/24/2021 agenda.

**Public Comment:** There was no public in attendance.

**Executive Session:** At 5:42pm Chair Ellingson called for a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:52pm Chair Ellingson closed the executive session and reopened the regular meeting. There was no action taken.

**Action Items:**

**1. Consent Agenda:**

Commissioner Uberuaga moved to approve the 2/24/2021 consent agenda. Commissioner Milton seconded. Discussion: there was clarification regarding a storage trailer purchase as well as the attorney fees associated with review of the CARES documents – those fees will be charged to the grant. Motion was called with a unanimous vote to approve the 2/24/2021 consent agenda.

**2. Commissioner Payroll (February)**

Commissioner Uberuaga moved to approve commissioner payroll for the month of February in the amount of \$2,688.00 Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of February in the amount of \$2,688.00.

**Discussion Items:**

- Staffing/Hiring Update:** ASM/HRM Alkire reported the three new hires are in their second week of orientation and the fourth firefighter will start on March 1st; as the fourth firefighter has some experience, she and B/C Anderson are confident he can catch up and fully participate in the orientation/training process. It is expected that this class will join their respective shifts by mid-April. Chief Gillard added the recension period for the separation agreement had passed, so that issue is closed. Finally, one of the battalion chiefs is on light duty due to an off-duty injury, but is expected to return soon.
- PFD Cares Update:** Chief Gillard reported the ILA has been approved by the city and district attorneys as well as by the district's liability insurance carrier, Enduris. He continued by noting he had participated in an advisory board meeting the previous evening regarding this program and it was very well attended with a high level of interest from most response agencies, including law enforcement. Internally, the program is going well; to date there have been 21 interactions including two suicide attempts.
- Contract with County for Fire Protection Services:** Chief Gillard clarified Title 52 Chapter 52.30 states that negotiations for fire protection needs to occur for city/county owned properties, but provides little guidance beyond that requirement. NKF&R's Chief Smith is contacting fire districts in other counties to see how this requirement is being met. Areas of concern include Port Gamble;

Kitsap County Fairgrounds; and, the county's administration buildings and jail. This subject continues to be discussed with both the commissioners and chiefs across the county. Chair Ellingson noted once a plan is developed and all the districts are in concurrence, then the situation in the county's cities may be negotiated. It was also emphasized that this issue needs to be addressed this year for 2022 budget development.

- 4. Fee for Service (response to multiple burning complaints):** D/C Russell reported he has drafted the policy and procedures for addressing this issue which he will send to the board. He also noted that although the Kitsap County's fire marshal's office has the ability to fine four or more accidental alarm malfunctions in county businesses, the revenue goes to the county, not the responding agency and that distinction has been captured as well.

**Informational Items:**

- 1. COVID-19 Status Report:** Chief Gillard reported infection rates are continuing to drop in the county, which is positive, but there has been some frustration with vaccine availability and that two community vaccination clinics have had to be cancelled due to lack of inventory. As the community vaccination project ramps back up, two firefighters are being sent to St. Michael's in Bremerton to serve as observers in the post-vaccine observation process. He is still working on getting written confirmation from the health district that we were asked to participate and that the district requires 100% reimbursement from the health district for costs incurred; the district needs to coordinate with the health district for reimbursement so there will not be a conflict between what information the district is submitting and what the health district is submitting for reimbursement. There was also some discussion regarding vaccine distribution.
- 2. Readiness Center Update:** Evaluation of this proposal continues, and Chief Gillard reported that a lot of work may be accomplished without signing the ILA, which he would like to have the district's attorney review. There was discussion regarding program organization, potential risks, and benefits. The board requested a Tri-North meeting be scheduled; ASM/HRM Alkire will contact her counterparts at NKF&R and BIFD to find a mutually agreeable date and time.
- 3. Front Office Position Evaluation:** Chief Gillard provided a brief recap of the current staffing situation in the front office. There are now two vacant positions in the front office: an administrative specialist position and the Community Relations Specialist (CRS) position. While he is in discussion with ASM/HRM Alkire and FM Luther regarding the desired qualifications and duties for the administrative specialist, he has also been in negotiation with the bargaining unit regarding the duties previously assigned to the CRS, and how to re-assign tasks without a negative impact on others. The Memorandum of Understanding (MOU) addresses these issues. It was also noted that the Tri-North group needs to explore collaborative efforts for non-response personnel staffing. Chief Gillard closed his remarks by noting he is seeking authorization to sign the MOU with IAFF Local 2819 on behalf of the district, clarifying there is no financial impact associated with it and that the agreement expires on August 31, 2021 if there is no extension, or by either party filing a request to cancel the agreement with 30 days' notice. The following motion was made:

Commissioner Quinn moved to authorize Chief Gillard to sign the MOU regarding short-term assignments for the CRS' duties. Commissioner Ingalls seconded. Motion was called with a unanimous vote to authorize Chief Gillard to sign the MOU regarding short-term assignments for the CRS' duties.

- 4. Facilities Update:** D/C Peterson reported the contractor will start demolition on the decontamination room this weekend. He also reported we may be slightly over budget for the Rice/Fergus/Miller portion of the project's projected cost, but everything else should be included in the bid price. Commissioner Ingalls asked for a summary of the project costs to date versus budgeted amounts; D/C Peterson will work with FM Luther to provide this information.
- 5. 2020 Financial Report:** FM Luther reviewed this report that was distributed to the board. Property tax revenues were down slightly as had been predicted by the assessor's office, but this does not necessarily mean the district will never recoup those revenues, they were just not submitted in 2020. Transport revenue was also below projections which may be due to the pandemic and patients not wanting to be transported to the hospital unless absolutely necessary. Conversely, GEMT revenue

significantly exceeded the projection. Some expenditures, such as travel, outside training, and overtime, were also less than budgeted. This all resulted in \$1.9m being added to reserves at the end of the year.

- 6. Overtime Report (January):** Chief Russell reviewed this report that was distributed; January's net overtime expenditure was just under \$26,000.
- 7. Operations Report (January):** Chief Russell reported the district responded 322 times in January; mutual aid was provided 25 times and received 32 times.

**Commissioner and Staff Comments:**

**Commissioner Milton** reminded the board to complete their PDC filing by April 15<sup>th</sup>.

**Commissioner Ellingson** reminded the group of the upcoming Snure webinar on Friday; the district has a group subscription and Chief Gillard sent the link to connect.

**Chief Gillard** reported employee evaluations for the management team had been completed and invited the board to review them; he also requested an evaluation be conducted for him. The board asked that he provide them a self-evaluation as a starting point.

**D/C Russell** recognized all the company officers and firefighters for their participation and high level of commitment to running the internal fire academy for the district's newest class of firefighters.

**Public Comment:** There was no public in attendance.

**Good of the Order:**

Next Regular Meeting scheduled for Wednesday, March 10, 2021 at 16:00 via Zoom™

KCFCA Meeting scheduled for Tuesday, March 23, 2021 at 19:00 via Zoom™

**Adjourn:** The meeting was adjourned by common consent at 5:53 p.m.

**ATTEST:**

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Lise D. Alkire, KCFD #18 Secretary to the Board