

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
January 9, 2019  
Poulsbo Fire Department  
Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

Jim Ingalls	Commissioner	Darryl Milton	Commissioner
Conrad Green	Commissioner	David Ellingson	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Bruce Peterson	Staff	Lise Alkire	Staff
Jeff Russell	Staff	Tom Harvey	Staff

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

**Approval of Agenda:**

Commissioner Ellingson moved to approve the 1/9/2019 agenda. Commissioner Milton seconded. Discussion: AS/HRM asked that Department Payroll be added#5 under Action AS/HRM Alkire noted that the reports listed under Information are actually through November, not December as indicated on the Agenda; Chief Gillard asked that the second item under Discussion be changed to "Staffing Update" rather than "Minimum Staffing," he also requested "Policy Update" be added under Discussion and "Inspection Program Update" be added under Information. Motion was called with a unanimous vote to approve the 1/9/2019 agenda as revised.

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

**Executive Session:** There was no executive session.

**Action Items:**

1. Annual Organizational Meeting

A. Resolution 19-01 Electing a Chair, Vice-Chair, Financial Officer, etc.

Commissioner Milton moved to adopt the same slate of officers as in 2018 (Chair: James Ingalls; Vice Chair: Darryl Milton; Financial Officer: David Ellingson; Secretary: Lise Alkire) and designating the same Investment Officers (Commissioners Ingalls and Ellingson and Chief Gillard). Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Resolution 19-01 Electing a Chair, Vice Chair, Financial Officer and designating Investment Officers.

B. Resolution 19-02 Establishing Date, Time, and Place of Regular Meetings

Commissioner Milton moved to adopt Resolution 19-02 Establishing Date, Time, and Place of Regular Meetings. Discussion: it was noted that the second meeting in December falls on Christmas; if the meeting is needed, it may be moved to December 26<sup>th</sup> without a meeting date change. The second meeting in October may also need to be moved if it is in conflict with the annual WFOA conference. Motion was called with a unanimous vote to adopt Resolution 19-02 Establishing Date, Time, and Place of Regular Meetings.

**2. Consent Agenda:**

Commissioner Milton moved to approve the 1/9/2019 consent agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 1/9/2019 consent agenda.

**3. Ratification of Batch #522498 Fund 90912**

Commissioner Ellingson moved to ratify voucher batch #522498, fund 90912, in the amount of \$49,056.10. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify voucher batch #522498, fund 90912, in the amount of \$49,056.10.

**4. Ratification of Batch #521877 Fund 90915:**

Commissioner Milton moved to ratify voucher batch #522498, fund 90915, in the amount of \$33,713.06. Commissioner Ellingson seconded. Motion was called with a unanimous vote to ratify voucher batch #522498, fund 90912, in the amount of \$33,713.06.

**5. Department Payroll (December)**

Commissioner Ellingson moved to approve department payroll for the month of December in the amount of \$438,779.35. Commissioner Milton seconded. Motion was called with a unanimous vote to approve department payroll for the month of December in the amount of \$438,779.35.

**6. Resolution 19-03 2019 Salary Schedule:**

Commissioner Green moved to adopt Resolution 19-03 2019 Salary Schedule. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Resolution 19-03 2019 Salary Schedule.

**7. Kitsap County Voucher Authorization Form:** This form will be signed at the 1/23/19 regular meeting.

**8. WSP State Mobilization Agreement:** Chief Gillard reported there have been no substantive changes to this agreement; it was simply a five-year renewal on the previous agreement that expired 12/31/18. The following motion was made:

Commissioner Milton moved to accept the WSP State Mobilization Agreement and authorize Chief Gillard to sign on behalf of the District. Commissioner Green seconded. Motion was called with a unanimous vote to accept the WSP State Mobilization Agreement and authorize Chief Gillard to sign on behalf of the District.

**Discussion Items:**

**1. Policy 1002 Board of Commissioners Governing Rules & Ethics Policy:** AS/HRM Alkire reported there had been no further revisions received and the following motion was made:

Commissioner Milton moved to accept the update to Policy 1002 Board of Commissioner Governing Rules & Ethics Policy. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to accept the update to Policy 1002 Board of Commissioner Governing Rules & Ethics Policy.

**2. Staffing Update:** Chief Gillard reported several members are on light duty and the buffer positions have helped to mitigate overtime expenses. He also discussed the impact of an upcoming retirement, and the need to replace that position to maintain minimum staffing. Staff will prepare an analysis examining the cost/value of hiring while the current individual is still

here. As the Board is aware, there has been a job announcement posted and the deadline for application submission is January 11<sup>th</sup>. With this in mind, it may be time to update the service level policy to reflect how the staffing of Station 72 has impacted minimum staffing. Commissioner Milton noted that it may also be time to look at what is driving overtime and discuss if there are more efficiencies to be found in overtime utilization; this should be part of the minimum staffing discussion and initiated soon.

- 3. Policy Review Update:** Chief Gillard distributed a spreadsheet that reflected what he found in an audit of our current policies; bolded items indicate, from his estimation, policies that should be considered for priority review and or development as is necessary. He has reflected on how the review process can be more efficient and proposed that as policies and procedures are developed or reviewed and updated, a board member work with staff to ensure that a policy reflects the intent of the Board and that the procedures reflect the intent of the policy; a synopsis will then be presented to the Board prior to adoption. This approach would mean that the policy will be a separate document from the procedures, although the two documents (and potentially more if there are attachments needed) would be tied together. There was some discussion regarding the potential division of labor among the Board. D/C Russell then provided a brief report on his area of emphasis which is low frequency high risk situations such as hazardous materials response, wildland, water rescue, etc. The Board concurred with this approach and emphasized that there is not an expectation that this project will be completed quickly, but it is a priority that requires attention.

#### **Informational Items:**

- 1. Month-to-Date Financial Report (November 2018):** This report was included in the packet and Chief Gillard noted that through November, 80% of the expenditure budget has been utilized. He also noted that initial projections from FM Luther indicate that the District will underspend the budget by approximately \$125,000. Chief Gillard closed his report by noting that the small capital plan will be presented to the Board at the next regular meeting to be incorporated in to the District's long-range financial planning process.
- 2. Overtime Report (November 2018):** This report was also included in the packet and D/C Russell indicated that while 96% of the overtime budget has been expended, there have also been four long-term injuries and one paramedic preceptor. The overtime expenses will be somewhat offset by L&I and disability insurance and we are not seeing positional overtime as we have in the past. D/C Russell closed his report by highlighting that with the three positions hired at the beginning of 2018, the District conservatively saved \$30,000 in overtime with the current staffing model.
- 3. Operations Report (November 2018):** D/C Peterson reviewed the November end of month report Kitsap 911 Fire & Aid activity report; the year-to-date call volume is down slightly, but he noted that December was a very busy month and it is expected that the final 2018 call volume will be greater than 2017's. There was some discussion regarding the impact of the 911 disruption; D/C Peterson noted Kitsap 911 and the state attorney general are working on getting definitive data. He also reported B/C Rahl is working on developing a mutual aid given and received report; additionally there was a request from the Board for the number of marine responses. D/C Peterson closed by noting that the District had an average six-minute response, second only to Bremerton Fire which has a far smaller response area.
- 4. Inspection Program Update:** Lt. Harvey provided the Board with a verbal report regarding the life safety inspection program, and how it is conducted. There are approximately 600

inspections in the city. He noted the county is now fully staffed, so they are able to provide follow up tasks. The city has a full-time enforcement officer and is very responsive for enforcement. Inspections have been prioritized and county inspections may be accomplished by shift personnel. There was a suggestion to inform business owners exactly what the process is as there may be some confusion between what is the function of the fire department versus what is the function of the city's representative.

**Commissioner and Staff Comments:**

**Commissioner Ellingson** wished everyone a happy new year and is looking forward to continuing our high level of service.

**Commissioner Uberuaga** wished everyone a happy new year.

**Commissioner Green** echoed that sentiment.

**Commissioner Milton** wished everyone a happy new year and commented that the five-year capital bond renew should be considered in the District's long-range financial plan.

**Commissioner Ingalls** wished everyone a happy new year and noted Marine 74 participated in the annual Christmas boat parade, which was very much appreciated.

**D/C Peterson** reported that there is a silvicultural burn going on off of Stottlemeyer and it is being very well managed.

**Chief Gillard** inquired if there was any other commissioner, besides Commissioner Ellingson, who wanted to attend the Kitsap County Fire Chiefs and Commissioners Legislative Day on January 21<sup>st</sup>; in addition to Commissioner Ellingson, Chiefs Gillard, Peterson, and Russell will attend. He also reminded everyone of the badging and promotional ceremony which will occur after the regular meeting on January 23<sup>rd</sup>.

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

**Good of the Order:**

Next Regular Meeting scheduled for **Wednesday, January 23, 2019 at 16:00**

Promotion and Badging Ceremony after the January 23<sup>rd</sup> regular meeting

Kitsap County Fire Commissioners and Chiefs Legislative Day **Monday, January 21, 2019**

KCFCA Meeting: **Tuesday, January 22, 2019 19:00 BIFD Station 21**

**Adjourn:**

The regular meeting was adjourned at 5:52: pm by common consent.

**ATTEST:**

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Lise D. Alkire  
KCFD #18 Secretary to the Board