

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 14, 2021
Poulsbo Fire Department
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 4:07pm.

Approval of Agenda:

Commissioner Milton moved to approve the 7/14/2021 agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 7/14/2021 agenda.

Public Comment: There was no public comment.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 7/14/2021 consent agenda. Commissioner Milton seconded. Discussion: as he was not able to attend the entire meeting, Commissioner Ingalls asked that items 1A and 1B be separated on the consent agenda. Motion was called with a unanimous vote to approve the 7/14/2021 consent agenda as revised.

1A: Commissioner Uberuaga moved to approve the 6/23/2021 regular meeting minutes. Commissioner Milton seconded. YES: Ellingson, Milton, Quinn, Uberuaga ABSTAIN: Ingalls. Motion carried.

1B: Commissioner Uberuaga moved to approve the vouchers listed under the "Consent Agenda."

Commissioner Milton seconded. Motion was called with a unanimous vote to approve the vouchers listed under the consent agenda.

2. Ratification of US Bank Vouchers – General Expense 90912 \$10,124.34

Commissioner Uberuaga moved to ratify US Bank vouchers General Expense 90912 in the amount of \$10,124.34. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify US Bank Vouchers General Expense 90912 in the amount of \$10,124.34.

3. Ratification of US Bank Voucher – Capital 90915 \$325.91

Commissioner Uberuaga moved to ratify the US Bank voucher Capital 90915 in the amount of \$325.91. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify the US Bank voucher Capital 90915 in the amount of \$325.91.

4. Ratification of Comdata Voucher – General Expense 90912 \$5,568.59

Commissioner Uberuaga moved to ratify the Comdata voucher General Expense 90912 in the amount of \$5,568.69. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify Comdata voucher General Expense 90912 in the amount of \$5,568.69.

Discussion Items:

- Staffing/Hiring Update:** Chief Gillard reported he had been in contact with the recruitment firm the previous week while ASM/HRM Alkire was on vacation; at that time, approximately 20 applications had been received and a preliminary review by the firm had been conducted. The application period closes on July 19th and then Chief Gillard and ASM/HRM Alkire will review resumes, selecting 7-10 candidates to participate in the initial interview and assessment testing conducted by the recruiter. From that group, the top 3-5 candidate packets will be forwarded to the district for interviews. Commissioner Milton or Quinn will

observe the final interview. There was discussion regarding the ASM/Board Secretary position and the plan for a second mechanic. Chief Gillard noted the staffing plan will be on a future agenda for discussion.

- 2. Capital Funding:** Chief Gillard began this discussion regarding the disposition of the district's unreserved carry over and strategies for investing some of those funds in needed capital projects. In discussion with the Leadership team, a list of proposed capital projects for 2021 and 2022 was developed. Of those potential projects for 2021, the two highest priority projects are firefighter workstations and landscaping overhaul at Station 71. Funds for both the Viking Avenue property as well as the building feasibility study at the location have already been committed, although not yet expended. There was also discussion regarding funding the new station's construction through commissioner bonds, as was done for the construction of Station 77, rather than a voter-approved measure. While that may certainly be an option, it may also negatively impact the ability to staff the station as commissioner bond payments are made from the operations budget. Chief Gillard also updated the board on the new engine listed on the document; negotiations continue and he should have more information for the 7/28/21 regular meeting. Commissioner Ingalls asked for a total cost of the engine, including the necessary inventory (radios, fire equipment, etc.) to equip the engine for incident response. Chief Gillard is developing a strategic plan for capital expenditures, modeled after capital facilities and equipment plans from like-size fire agencies. The ability to respond to the growth in the community and the associated impact on the district was also discussed. It is Chief Gillard's intent that this capital improvement plan will be incorporated into the city's growth management act plan so that the department's growth is concurrent with community development and the district's service level does not get behind what is actually needed. Due to the area's increase in assessed value, the fire levy will be \$1.29/\$1000 in 2022, which equates to \$1.1million in lost revenue compared to the maximum rate of \$1.50/\$1000. Chief Gillard reiterated that the fire and EMS levies alone cannot sustain the district's capital and staffing needs. Captain Vay then reviewed the proposals for the Station 71 projects and the following motion was made:

Commissioner Milton moved to approve the Station 71 landscaping overhaul and firefighter workstation projects, not to exceed \$30,000. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the Station 71 landscaping overhaul and firefighter workstation projects not to exceed \$30,000.00.

- 3. 2021 Mid-Year Budget Review – FM Luther:** Included in the packet was the mid-year budget disposition document and Finance Manager Luther noted there were no areas of concern. She has received a request from B/C Anderson to increase the overtime and registration budget lines associated with training; this increase is due to personnel attending outside training that was not available last year because of the pandemic and the need this year to get caught up on necessary training; these increases will be reallocated from the chief's contingency fund, so no increase in the budget's bottom line is needed. While the board's approval is not necessary, this information was to keep the board informed.

Informational Items:

- 1. COVID-19:** Chief Gillard reported that while COVID incident rates continue to diminish, behavioral health issues are increasing which is also having a negative impact on the emergency department at St. Michael's Silverdale, increasing the turn-around time for emergency response. The county fire chiefs are working a several pronged approach for addressing emergency wait times, an issue being experienced across the state. Chief Gillard closed his report by noting a county-wide press release is being developed regarding the re-opening of our respective agencies to the public.
- 2. Facilities Update:** DC Peterson reported that punch list items on the decontamination room remodel project are being finalized; the extractor has been reinstalled and the other needed equipment has been ordered. He closed his report by noting the final inspection should be completed the week of July 19th.
- 3. Apparatus Update:** Chief Gillard stated the final bid proposal for the next engine has not yet been received, but October is still the anticipated delivery month for the replacement engine. The medic unit scheduled to be refurbished has been delivered to the factory and is expected back in the fall. There was some discussion regarding leasing equipment, which may be a strategy worth exploring although Commissioner Uberuaga noted leasing rarely is an economic advantage to the lessee.
- 4. Property Acquisition Update:** Chief Gillard reported Krazan did not see any red flags in their initial inspection of the property, but an environmental engineer is more closely examining any potential environmental concerns and a civil engineer is examining the slope of the project and any potential barriers

to building on the site. A final decision regarding acquiring the property will need to be made at the 7/28/21 regular meeting to meet the agreed upon deadline.

- 5. Training Consortium Update:** Chief Gillard reminded the board the consortium office is now housed in the building behind Bremerton Fire's Station 3. Chief Anderson continues committing two days a week to this project and works in their office on Wednesdays and Thursdays; he is responsible for the records and learning management systems. Chief Gillard reiterated the need for identifying deliverables for the board's consideration to justify the expense of joining the group.

Commissioner and Staff Comments:

Commissioner Quinn inquired about the call volume on the 4th of July weekend; DC Russell reported the district responded to 31 incidents July 3rd and 4th.

Commissioner Ellingson reported on the recent WFCA Board meeting where the decision was made to freeze the health care premium rates for 2022 and registration for this year's WFCA Conference will be \$370.00. Regarding Kitsap 911 user fees, the district's 2022 fee will be \$88,898 which represents a 21% decrease from 2021.

Chief Gillard conveyed a recent positive outcome from the PFD Cares team. He also met with Poulsbo's police chief and the city attorney regarding HB1130. As it is written, HB1130 requires that if a crime has not been committed or the individual does not pose an imminent threat, protocol dictates that the fire department extends care; how to effectively address suicidal subjects is particularly challenging.

Public Comment: There was no public comment.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, July 28, 2021 at 16:00**

KCFCA Meeting scheduled for **Saturday, July 17, 2021 at 17:00 Ellingson Home**

Adjourn: The meeting was adjourned by common consent at 6:30

ATTEST:

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