

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 14, 2019
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

Jim Ingalls	Commissioner (excused)	Darryl Milton	Commissioner
Conrad Green	Commissioner (excused)	David Ellingson	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Jeff Russell	Staff	Bruce Peterson	Staff
Sue Gibbs	Staff	Wendy Luther	Staff
Chris Quinn	Visitor		

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

Approval of Agenda:

Commissioner Ellingson moved to approve the 8/14/2019 agenda. Commissioner Uberuaga seconded. Discussion: as there were two commissioners excused from this meeting, the Executive Session was removed from the agenda. Motion was called with a unanimous vote to approve the 8/14/2019 agenda as revised.

Public Comment: There were no comments.

Executive Session: None

Action Items:

1. Consent Agenda:

Commissioner Ellingson moved to approve the 8/14/2019 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 8/14/2019 consent agenda.

2. Ratification of US Bank Vouchers Batch #532367

Commissioner Ellingson moved to approve ratification of US Bank Vouchers Batch #532367 in the amount of \$11,852.92. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve ratification of US Bank Vouchers Batch #532367 in the amount of \$11,852.92.

Discussion Items:

- 1. Election Update:** Chief Gillard provided a handout of the actual ballot language that was accepted by the Kitsap County Auditor. The Kitsap County Auditor has received the explanatory statement that the district's attorney has submitted for the election. There are currently three members on the pro committee; we received no requests to form a con committee. We are working with NKFR on The Pulse newsletter, and there was concern from the districts' attorney regarding an article that was included in the draft newsletter. This article is currently being re-written by NKFR PIO Laboda. Chief Gillard provided a handout of the flyer for the EMS levy. There are two candidates on the ballot for the upcoming vacant fire commissioner position.
- 2. Station 71 Remodel Design:** Chief Peterson provided an update on this project, stating that the board previously approved entering into contract with Rice Fergus Miller for the architectural design for this project. It was suggested by Rice Fergus Miller to authorize

funding to start the estimate process, which will provide insight into the cost of each phase of the project. This would provide a clear cost estimate on all phases of the project. A list of recommended project priorities will then be provided to the board. Cost savings may be realized if projects can be “bundled” together. The estimate for this portion of the project is \$18,000 to obtain the architectural, plumbing, and electrical estimates. The commissioners concurred with moving forward with this request.

- 3. Resolution 19-06 Sole Source Automatic CPR Pump:** Chief Peterson discussed the purchase of a CPR device. An evaluation of both Zoll and Lucas Automatic CPR pumps were completed. The Zoll CPR pump interacts with the current devices and software that we have. The cost for this device would be approximately \$14,500 plus tax. It is recommended that we move forward to purchase the Zoll CPR pump.

Commissioner Ellingson moved to approve the purchase of a Zoll CPR Pump in the amount of \$14,500 plus tax. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the purchase of a Zoll CPR Pump in the amount of \$14,500 plus tax.
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Informational Items:

- 1. Staffing Update:** Chief Gillard reported that we are at full staffing. Probationary FF/EMT McCarthy is now part of minimum staffing, and FF/PM Rosenau has met his conditional offer of employment requirements. The ballpark figure for overtime last month is \$35,000, but with reimbursements our net overtime for last month was \$5,000. Overtime to date for August is around \$17,000 for this month, and it is anticipated it will be around \$35,000 by month’s end, which is not unusual for this time of year. Overtime is still being monitored and requires prior approval. Deputy Chief Russell provided statistics on calls that we ran in the last couple of weeks. We assisted Poulsbo Police Department in preparation for the planned memorial march on August 10th from Anderson Parkway to City Hall.
- 2. Public Events Policy Update:** D/C Russell reported staff has reviewed the public events policy and is making recommendations to ensure that we the ability to get reimbursed for all associated costs with staffing an event. He will edit the current policy to allow the district to charge overtime reimbursement for fee-charging events. Commissioner Uberuaga suggested a change of language to “we will charge” and then the district has the flexibility to determine what that cost will be per event.
- 3. Financial Software Update:** FM Luther provided handouts of a financial software system that is called BIAS. She recently attended a demonstration of this software, and was impressed by the capabilities. They are compliant with all of the requirements we have, such as the BARS report, and the software meets the auditors’ requirements. The payroll feature will work with our current CrewSense personnel scheduling program. We will be able to generate our own checks to pay vendors, but the vouchers will still be reviewed by the board. This software would give us access to our financials in real time, and would generate reports more easily. The customer support for this software is excellent. For our needs, she recommends this software.
- 4. Annual Report:** Chief Gillard provided a draft handout of the Annual Report, there are a couple of changes recommended that CRS Matson can make upon her return from vacation. We should have a final version for approval at the next board meeting.
- 5. Apparatus 110 Status Update:** D/C Peterson provided an update regarding the on-going electrical issues with apparatus 110, which was originally reported to the dealer in 2016 and has gone unresolved. D/C Peterson detailed that the apparatus has been out of service for over 402 days. Fleet Manager Annear has attempted nine separate factory recommended fixes, and the vehicle has been at the dealer for repairs for five months in the last year. There was a phone meeting with the factory representatives this week in an effort to seek an

amicable resolution. Our requested resolution is for Spartan ERV to refund the purchase price of the vehicle or replace the vehicle at their expense. We are seeking legal counsel to ensure we are able to recoup the costs associated with the failure of this apparatus to meet its intended purpose.

Commissioner and Staff Comments:

Commissioner Ellingson: There was a recent L&I technical review with one item regarding a volunteer district. There was a complaint and resignation due to an inactive safety program. There was no documentation provided to the L&I investigator regarding required safety program requirements. A number of required plans by L&I were nonexistent with this district. There was a Kitsap 911 executive meeting this afternoon, and the budget was not approved. There would have been a \$21,000 increase in our user fees for next year with the proposed budget. With the new budget proposed, our user fees will go up \$10,989 dollars from 2019 to 2020. Kitsap 911's budget will be brought forward for approval at their next meeting in September.

Chief Peterson: We are still waiting for door panels to arrive so that we can complete this project. Fox Fire is planning to put in the sprinkler heads, and the additional exhaust extraction drops will also be added. Everything is on bid, no additional increases or costs.

Commissioner Milton: He discussed a recent incident where an East Pierce engine was responding to an emergency call and a driver pulled out in front of the engine.

Public Comment: There were no comments.

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, August 28, 2019 at 16:00**

Kitsap County Fire Commissioners Meeting **Tuesday, August 27, 2019 19:00 NRNWFF-Bangor**

Adjourn:

The meeting adjourned by common consent at 5:29 p.m.

ATTEST:

Lise D. Alkire
KCFD #18 Secretary to the Board