

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 12, 2020
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner
Jeff Uberuaga	Commissioner	Jeff Russell	Staff
Lise Alkire	Staff	Wendy Luther	Staff
Travis Beach	Staff		

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

Approval of Agenda:

Commissioner Ingalls moved to approve the 8/12/2020 agenda. Commissioner Uberuaga seconded. Discussion: It was requested that item 2 under "Action" be changed to "Vouchers Ratification." Motion was called with a unanimous vote to approve the 8/12/2020 agenda.

Public Comment: There was no public in attendance.

Executive Session: There was no executive session.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 8/12/2020 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 8/12/2020 consent agenda.

2. Vouchers Ratification

Commissioner Uberuaga moved to ratify vouchers issued July 31, 2020 in the amount of \$60,648.40. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify vouchers issued July 31, 2020 in the amount of \$60,648.40.

Discussion Items:

- 1. Standard of Cover:** D/C Russell solicited comments or concerns from the board regarding adopting this document, noting that there is the need to include one final piece of data regarding the 90% fractal for motor vehicle collisions requiring advanced life support level of service. The following motion was made:

Commissioner Quinn moved to adopt the 2019 Standard of Cover, subject to the inclusion of additional data as identified by D/C Russell. Commissioner Ingalls seconded. Motion was called with a unanimous vote to adopt the 2019 Standard of Cover, subject to the inclusion of additional data as identified by D/C Russell.

- 2. Station Remodel Update:** D/C Russell reported that D/C Peterson had met with the project architect from Rice/Fergus/Miller and both the electrical and mechanical engineers; the good news is that there will be some cost savings through the re-use of the existing HVAC system in the room;

unfortunately that savings may be offset by having to re-wire the extractor, as the wiring does not meet current code. Regarding the handwashing stations, he reported that installation at Station 77 is complete; except for the electrical portion, Station 72's station is complete; and, at Station 71 as soon as the faucet arrives and is installed, the electrician will then be called in to complete both Station 71 and Station 72's electrical portions. Combining both stations' projects was more cost efficient, even though it also created a slight delay in completing Station 72's project.

- 3. EMS Billing/FD Cares Update:** A summary of actions taken to date was made, including Chair Ellingson's contact with base command. ASM/HRM Alkire will forward the e-mails from the base command to the board for their consideration. It seems the FEHCP (Federal Employee Health Care Program) considers fire departments a "third party" provider and therefore issues payment directly to the patient; options are being explored to mitigate this issue. Base command forwarded our inquiry to their legal office who indicated garnishment may be the only immediate path to getting compensated; they also provided information regarding how to accomplish that with a federal employee. Chair Ellingson has also been in contact with the head of the Navy Region Northwest's HR department, located in Silverdale. Unfortunately, she was unable to help but did encourage contacting our congressman; Chair Ellingson has been unable to make contact with Representative Kilmer's office – it is not currently being staffed and there seems to be issues with the phones and e-mail. After some discussion, ASM/HRM Alkire was directed to draft a letter to those individuals who have received payment from their healthcare provider, but are in arrears with the district. She will also confirm with attorney Snure that the district can, in fact, garnish wages as well as review proposed correspondence. It is hoped receiving a letter directly from the district, rather than just an invoice from our third-party billing agency, will provide the motivation needed to bring their account current.

The second part of this agenda item surrounds the issue of the FD Cares program and the requirement for such a program to be in place to initiate the Health Care Authority (HCA) Treat and Refer program. This program allows first responders to bill at the BLS rate for response to calls that do not require emergency transport, but rather referral to other agencies such as mental health providers or social services. According to our billing agency, the program applies to Medicaid patients only. As reported at the last meeting, there was objection to first responders being eligible to receive county crisis intervention grant money as they are not credentialed in that discipline; however, it has been subsequently learned that assigned personnel may complete a 40-hour crisis intervention class to meet that requirement for grant eligibility. In addition to then qualifying to receive some funding to initiate the program, the district would then also meet the requirement to engage in the HCA Treat and Refer program, which is also being explored by Dr. Hoffman, the medical program director for the county. D/C Russell noted that this potential change to our billing policy may conflict with the district's philosophy of not billing for its initial response. It was also noted that if the district were to adopt the Treat and Refer program and Medicaid denied the claim for some reason, the policy could reflect that the patient would not then be charged. This item will remain on the agenda.

Informational Items:

- 1. COVID-19 Status Report:** D/C Russell reviewed the history of these business agreements between the Kitsap Health District and the district; the district and Kitsap 911; and, the district and local law enforcement agencies. Unfortunately due to an e-mail snafu, the board had just this day received the documents and had not had an opportunity for review. It was clarified that if law enforcement signs the agreements, they would be alerted to a potential exposure which would normally not be the case. D/C Russell also clarified that these agreements do not impact how the district responds, it just provides an avenue to provide information to protect all responders. The board will review and provide feedback prior to Monday, August 17th; if no concerns are raised by then, Chief Gillard is authorized to sign the agreements on behalf of the district. If there are concerns raised, this item will

move to the 8/24/20 regular meeting agenda for further discussion. The following motion was made to reflect this process:

Commissioner Milton moved to authorize chief Gillard to sign the three business agreements discussed if no board objections are raised by August 17, 2020; if there is objection this item will be moved to the 8/24/2020 regular meeting agenda. Commissioner Quinn seconded and motion was called with a unanimous vote to authorize chief Gillard to sign the three business agreements discussed if no board objections are raised by August 17, 2020; if there is objection this item will be moved to the 8/24/2020 regular meeting agenda.

2. **2021 Budget Process Update:** FM Luther reported preliminary documents have been developed and budget requests have been received from line item managers. The first staff review will be conducted via Zoom™ on Tuesday, August 18th. FM Luther closed her report by noting more finalized tax revenue information should be available from the county assessor at the September 8th special meeting of the Kitsap County Fire Commissioners Association.
3. **Engine Replacement Update:** D/C Russell reported he had been briefed by Fleet Manager Annear who stated the specifications had been finalized with Darwin's representative the previous week and pricing is expected prior to the next regular meeting.
4. **Readiness Center:** D/C Russell reported the fire and operations chiefs from BIFD and NKF&R continue to be in close contact while still moving forward with consideration of the proposed county-wide training consortium. The Tri-North's collective interest is to ensure we have everything we need to make membership more valuable than the three districts' consortium already in existence. D/C Russell closed by noting we should know within the next couple of months if the consortium is a viable option. It was commented that certainly one consideration would be the fee schedule for funding the consortium; it was felt perhaps the fee structure should take into consideration individual department sizes, rather than a model that divided costs equally.

Commissioner and Staff Comments:

Commissioner Milton noted one of the district's long-time members recently had surgery and there was discussion of a gift to be paid by the board; ASM/HRM Alkire will look into getting a gift card to a favored restaurant and if not available, select another appropriate gift to be purchased with personal funds.

Lt. Beach commented he appreciates the conversation around the FD Cares program, budget, and the proposed training consortium.

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

Good of the Order:

Next Regular Meeting scheduled for Wednesday, August 26, 2020 at 16:00 via Zoom™

KCFCA Meeting scheduled for Tuesday, August 25, 2020 19:00

Adjourn:

The meeting was adjourned by common consent at 5:05 pm.

ATTEST:

Lise D. Alkire
KCFD #18 Secretary to the Board