

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
October 28, 2020
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
Chris Rahl	Staff	Travis Beach	Staff
Craig Becker	Staff	Kevin Vay	Staff

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

Approval of Agenda:

Commissioner Ingalls moved to approve the 10/28/2020 agenda. Commissioner Quinn seconded. Discussion: Chief Gillard requested an executive session to consider the selection of a site or the acquisition of real estate and to briefly discuss labor negotiations. Motion was called with a unanimous vote to approve the 10/28/2020 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: At 5:44pm Chair Ellingson called for a 20-minute executive session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate and pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. At 6:04pm Chair Ellingson extended the executive session for 20 minutes; at 6:24pm he closed the executive session and reopened the regular meeting. There were no decisions made.

Action Items:

1. Consent Agenda:

Commissioner Uberuaga moved to approve the 10/28/2020 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 10/28/2020 consent agenda.

2. Commissioner Payroll (October)

Commissioner Uberuaga moved to approve commissioner payroll for the month of October in the amount of \$3,968.00. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of October in the amount of \$3,968.00.

Discussion Items:

- 1. Patient Ventilator Purchase – Resolution No. 20-06 Sole Source Zoll Ventilators:** Chief Gillard reviewed that the county commissioners had approved CARES Act funds to purchase portable ventilators for emergency responders, as discussed at the October 14th regular meeting; however, the funding regulations require that districts purchase the ventilators, then seek reimbursement. In addition to the resolution, signing the CARES Subrecipient Agreement with the county is required to complete the reimbursement process. The following motion was made:

Commissioner Milton moved to adopt Resolution No. 20-06 Sole Source Zoll Ventilators and authorize Chief Gillard to sign the CARES Subrecipient Agreement on behalf of the district. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Resolution No. 20-06 Sole Source Zoll Ventilators and authorize Chief Gillard to sign the CARES Subrecipient Agreement on behalf of the district.

- 2. CBRC Strategic Plan Review:** Comments from the committee were briefly reviewed from the 10/19 and 10/26 CBRC SAB meetings. It was emphasized that the strategic plan provides a concrete basis for decision

making and that it is a fluid document that requires an annual review with the group prior to budget adoption. Chief Gillard was also encouraged to keep the document in front of the board as planning is conducted. ASM/HRM Alkire will contact CBRC/SAB Chair Eric Quitslund to solicit any additional comments and encourage his attendance at the budget hearing. The staff were recognized for conducting this process through Zoom™.

- 2021 Budget Review:** FM Luther clarified that the 2021 revenue projections for property tax are from the assessor's office as of 9/29/2020. She also provided some clarity regarding funding mechanisms for the small capital budget (\$27,000 transfer from the operations budget and GEMT funds). It was confirmed that the board is comfortable with the proposed 2021 staffing plan. Discussion then moved to the need to reschedule the November 11th regular meeting due to Veteran's Day and a quorum is not available for the November 25th meeting. It was suggested that the regular meetings of 11/11 and 11/25 be consolidated to November 18th and the following motion was made:

Commissioner Milton moved to consolidate the two regular meetings in November to November 18, 2020 at 4:00pm. Commissioner Quinn seconded. Motion was called with a unanimous vote to consolidate the two regular meetings in November to November 18, 2020 at 4:00pm.

- FD Cares Update:** Chief Gillard confirmed that the district has received a \$306,000 one-year grant from the Kitsap County Health Department to fund a FD Cares unit, comprised of one full-time daytime firefighter and one social worker. This grant was received in conjunction with the City of Poulsbo, which will manage the grant and be responsible for contracting with a social worker. It was also confirmed that the bargaining unit supports this program, but has some reservations regarding the level of involvement in social work so labor and management continue working through the details. Long term, the daytime firefighter assigned to the FD Cares unit is still able to respond during the day if necessary. It was recommended that the WFCA's PTSD and mental health presentation be viewed. The following motion was made regarding the grant:

Commissioner Uberuaga move to accept the FD Cares grant. Commissioner Quinn seconded. Motion was called with a unanimous vote to accept the FD Cares grant.

- Infectious Disease Plan:** Chief Gillard reported that although this item had been moved from "Information" on the last meeting's agenda, this policy and procedure needs to be reformatted and discussion with the bargaining unit regarding the plan's impact on the crews continues. He will bring this item back at the next meeting, with the policy and procedure in the correct format.
- Station Remodel Update:** D/C Peterson reported he had received the hazardous materials assessment report that revealed there is no asbestos; however it did confirm there are lead tiles and fluorescent lighting in the room that need to be removed, although remediation should not be a huge cost. He will move forward on finalizing the bid package and advertisement. There was some discussion regarding material costs, but Chief Peterson recommends continuing to move forward on the project; if costs come in too high, then the project may be revisited in the spring.
- Engine Replacement Update:** Chief Gillard reported Spartan has received the signed contract, but the district has not yet received a signed contract back; he is still waiting on the cost comparison information requested by the board. He has also continued moving forward locating a "loaner" engine as Spartan has had little success; both Bremerton Fire and CKF&R have apparatus in their respective fleets that they would be willing to rent to the district, at Spartan's expense. There is some question of whether Spartan will be willing to provide a rented engine without the district releasing the title to the returned engine, and Chief Gillard noted he is not comfortable releasing the title until the district received the replacement engine. The board concurred with this approach. He also expressed some concern regarding getting the level of detail the board wants in the cost comparisons, as manufacturers generally do not break down costs line-by-line; however, he will continue applying pressure to get that information. D/C Peterson added that the replacement engine plans are in the manufacturer's engineering department, so the manufacturing process has begun.

Informational Items:

- COVID-19 Status Report:** Chief Gillard reported that at this morning's daily meeting with the county's health officer, emphasis was placed on everyone getting their flu shot and, as has been noted in the media, cases are skyrocketing around the country. Kitsap County is still doing ok, but the surrounding counties' numbers are increasing. Hospital populations in the county are also at acceptable levels, but are receiving patients from Idaho and Montana where hospital systems have become overwhelmed. First day of testing being conducted at the community based testing site in Bremerton revealed a 10% positive rate, which should be much lower.

There is a community based testing site on Bainbridge Island where mobile sites are also being developed. The health district is working on distributing testing kits to each district for staff's occupational use, but this will place the cost burden on the district. The state's health department provided more information regarding paramedics and EMTs administering vaccines, but districts remain concerned about this plan as there is not an interest in fire stations becoming community vaccination centers.

- 2. Readiness Center Update:** D/C Russell reported comprehensive analysis of the operations and finances involved in establishing the program are being conducted and the district's two representatives are B/C Anderson and Captain Gillanders. The group is still soliciting information and the South King County consortium is being used as the model. Satellite training for the three north end departments may be a possibility that would forestall the need to physically go the facility while still having the ability to access training within the district.
- 3. Month-to-Date Financial Report (September):** This report was included in the packet and FM Luther provided a brief overview: expenditures remain on track and 92% of the tax revenue collected last October has been collected to date.
- 4. Overtime Report (September):** This report was also included in the packet and D/C Russell noted that although September's overtime seemed inordinately high at a little over \$104,000, over \$60,000 of that is due to EMAC deployment and COVID related overtime, both of which are eligible for reimbursement, although the district may not receive reimbursement for several months. FM Luther is meeting with NKF&R's Chief Smith tomorrow to receive guidance on properly submitting for EMAC reimbursement. D/C Russell closed his report by noting the October buffer position is back in play, which should positively impact overtime expenditures.
- 5. Operations Report (September):** Although the September Kitsap 911 report has not yet been published, the district's reporting system shows response to 313 calls; the district provided mutual aid 29 times and received mutual aid 15 times. He also noted that over the same time period in 2019, the district's call volume has increased 101.5%; in 2019 the district received 3,048 calls versus this year's 3,098 calls. He will send out the Kitsap 911 report as soon as it is received. D/C Russell closed his report by noting a significant event that had just occurred: there was an outdoor gas fireplace explosion to which the district responded that resulted in no serious injuries and appreciation from the homeowners for the district's professionalism.

Commissioner and Staff Comments:

Commissioner Ellingson reported that the WFCA is updating its website and the December commissioners/chiefs joint meeting and brunch has been cancelled as well as the Legislative Day historically scheduled for Martin Luther King Day in January; he also noted the state is facing significant budget challenges in 2021. Commissioner Ellingson closed his remarks by noting that Bainbridge Island's council member Modena has resigned effective next month; Mr. Modena also served on the Kitsap 911 board.

Lt. Beach commented that he appreciates the district's commitment to the wildland program as it can be not only very productive providing experience in protecting our community as well as revenue positive.

D/C Peterson reported the final submission for the SAFER grant has been completed.

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

Good of the Order:

Next Regular Meeting scheduled for **Thursday, November 12, 2020 at 16:00- Budget Hearing;** *this meeting has been changed to November 18th and the November 25th meeting has been cancelled; ASM/HRM Alkire will make the proper notifications.*

KCFCA Meeting scheduled for **Tuesday, November 24, 2020 19:00**

Adjourn:

Commissioner Ingalls moved to adjourn the regular meeting at 6:25pm. Commissioner Quinn seconded. Motion was called with a unanimous vote to adjourn the regular meeting at 6:25pm.

ATTEST:

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