

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 13, 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
Bruce Peterson	Staff	Lise Alkire	Staff
Jeff Russell	Staff	Wendy Luther	Staff
Shane Anderson	Staff		

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

Approval of Agenda:

Commissioner Ingalls moved to approve the 5/13/2020 agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 5/13/2020 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 5/13/2020 consent agenda. Commissioner Quinn seconded. Motion was called with a unanimous vote to approve the 5/13/2020 consent agenda.

2. Ratification of US Bank Vouchers in the amount of \$12,085.71:

Commissioner Uberuaga moved to ratify US Bank vouchers in the amount of \$12,085.71. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify US Bank vouchers in the amount of \$12,085.71.

Discussion Items:

- 1. Station Remodel Update – Decontamination Room:** D/C Peterson reported he had been in contact with Rice/Fergus/Miller and the costs were reviewed; there may be some cost savings if he takes on a bigger role for activities such as permit submission. There has also been communication with the engineering company regarding costs – ultimately there may be a potential cost savings of \$4,000.00 to \$5,000.00. The decontamination room remodel planning committee is working on the final “wish list,” but two of the committee members are participating in the promotional testing process which will soon be complete, so this group will now move forward on finalizing the plan. With the projected savings, the project’s estimated cost is approximately \$303,000 and, barring any challenges, the project should come in under that amount.
- 2. Hand-Wash Stations:** Chief Gillard asked B/C Anderson to attend today’s meeting to describe what he would like install. B/C Anderson has been trying to address industrial hygiene, specifically as it relates to COVID-19. B/C Anderson noted there should be a handwashing station by the walkway door to the administrative area of the station. He observed that most of our operational personnel use the kitchen for handwashing when returning from a call; however, he noted there may be a solution by creating a hand and boot-washing station by the walkway double-door entrance between the apparatus bay (“dirty side”) and the administrative area (“clean

side.”) There is a company that is doing a lot of work with first responders and hospitals that builds an automated system. He will bring this information forward to Chiefs Peterson, Russell and Gillard for consideration during the decon room re-model or as a separate project in the future. There was some discussion regarding possible locations of hand/boot-washing stations and Chief Gillard noted the subject of a transition between the “dirty” and “clean” sides in every station has been under consideration for a long time; we may want to consider a more permanent solution and making the investment sooner rather than later. D/C Peterson commented that his initial thought is to not lump this project into the decontamination room remodel; supplying hot and cold water is one thing, but not having a sanitary drain is a challenge. He is looking at other stations and will need to spend time with B/C Anderson for further discussion. Station 77 should not be a challenge, but Station 72 is quite tight on space, so it may be more challenging. At this point there are not any building codes regarding these types of stations. In preliminary conversation with the architect, he reported that 50-60% of new station construction projects are now taking into consideration installation of hand/boot washing stations. This project will be brought forward after more information is available.

Informational Items:

1. COVID -19 Status Report:

Operations – D/C Russell:

- ✓ Kitsap County fire agencies continue to work under the single incident response plan established early on and there have now been several weeks without significant changes. Although call volume had dropped a little as previously reported, May’s call volume seems to be tracking comparably to May 2019; 12 calls per day seems to be the average. A request was made to see the call volume between 19:00 and 07:00; D/C Russell noted B/C Rahl is working on extracting this data to be used for consideration of various staffing scenarios.
- ✓ Telework options are still being utilized, when practical, for non-response personnel and a plan is being developed for staffing the front office, without admittance of the public, when the county moves to its next phase. A long-term option may be to install some sort of guard at the roll-up window location, but the current safest course is to keep the station closed to the general public.
- ✓ The department is taking a conservative approach to “re-opening” to maintain the safety of our personnel and the public.
- ✓ A county-wide plan is being developed for fire districts’ facilities to open to the public so that this will be a coordinated effort.
- ✓ A PPE strategic reserve plan is being developed so that all districts have a reserve supply; this plan should be finished by the end of the week.
- ✓ A county-wide plan for is also being developed for managing the COVID-19 risk during wildland deployments this year; the plan includes providing PPE (e.g. N-95 masks) to our personnel and ensuring handwashing may be accomplished in the field. It was noted that wildland response is really the state’s responsibility, but the state’s plan has not yet been revealed and the districts are trying to ensure the safety of their respective personnel if the season begins before the state’s plan is finalized.
- ✓ A county-wide congregate care COVID-19 response plan is being finalized which includes how to provide these facilities with resources to manage an outbreak and a process for notification to the appropriate fire department.

FEMA Reimbursement – D/C Peterson

- ✓ FM Luther and he have attended several virtual training sessions and signatures are being obtained for submission of the paperwork necessary to establish the reimbursement process. One part of this process is to ensure other sources of revenue have been exhausted – “double dipping” for FEMA reimbursement is not allowed. D/C Peterson and FM Luther estimate

\$130,000 will be eligible for reimbursement; there is still discussion at the state level regarding whether they will reimburse 12.5% of the district's 25% matching obligation.

KCDEM – Chief Gillard:

- ✓ Lt. Beach coming back to full duty soon and he has wrapped up his assignment to the county's emergency operations center; however, he and B/C Anderson are still involved and prepared to assist at the county level.
 - ✓ There are talking points being developed for elected officials regarding what the county Emergency Operations Center is doing to prepare the county to open when it is authorized. Chief Gillard emphasized that as we reopen, it will be up to individuals to keep safe.
 - ✓ Economic return: currently the county does not meet the criteria for the lessening of restrictions, primarily due to our population size. Mason County reported they had applied for a waiver, but then a positive case was reported within 24 hours of their application and the state responded quickly with a denial of their request. Meeting the six criteria identified at the previous regular meeting remains in place for safely lifting any restrictions.
2. **2019 Annual Report Draft:** Chief Gillard briefly reviewed this draft virtually, a copy of which will be distributed to the board for their review.
 3. **ILA Shared Resources:** Chief Gillard reported the county chiefs are developing an inter-local agreement at the county level that would enable the agencies to support each other if an agency had a staffing issue; decisions regarding when to share resources, what kind of resources, and labor management considerations are up to each agency to establish. Rather than hiring an employee from another agency which presented several issues, the simplest approach may be to "rent" a staffed unit from another fire agency. The bargaining unit is supportive of this concept and language is being drafted for review by the fire chiefs. It was confirmed that the navy is not currently involved in this process.

Commissioner and Staff Comments:

D/C Russell reported one of the three injured employees has returned to full duty as of May 8th; a second injured employee has a follow-up on May 23rd and is hopeful of a full release then. The third employee continues to experience some issues with recovery and further assessment is required. D/C Russell closed his report by recognizing B/C Anderson's exceptional work on developing the promotional process just completed – everyone involved did an outstanding job.

D/C Peterson reported the UV lights ordered to be used to disinfect/sterilize both tools and specific areas should arrive tomorrow (5/14/2020.) As construction restrictions begin lessening, plans are once again begin submitted to the city for review. The city's code enforcement officer retired at the end of April; there are currently no plans to replace the position, but Jeanie Vaughn from the Kitsap County Fire Marshal's office has been placed on contract to respond on call for code enforcement issues.

FM Luther reported that she had been in contact with the county treasurer's office regarding the status of tax collection: as of the end of April, 44% of taxes had been collect versus 46% at the end of April 2019. The county treasurer also examined the outstanding accounts and noticed several of those accounts were held by home builders and the treasurer suspects many of them are taking advantage of the one-month extension for payment. There is not a high level of concern right now, but October's tax collection rate may be a concern. FM Luther closed by noting this situation will, of course, continue to be closely monitored.

ASM/HRM Aikire reported that our agency has been subjected to fraudulent employment security claims being submitted under our employee's personal information. As has been publicly reported, this is a state-wide issue affecting both public and private sectors. The notifications are being sent to both the employees and employer and, as the employer representative, she is responding to each notification confirming that these are fraudulent claims. Chief Gillard added that the Washington State Council of Firefighters is also working on resolution of this issue.

Chief Gillard also extended recognition to B/C Anderson for the well-run promotional process; he noted the outside assessors were so impressed, they were taking the sample materials with them for development of their own processes. He is also proud of our personnel who participated in the testing process: eleven firefighters tested for lieutenant; three lieutenants tested for captain; and, all three captains tested for battalion chief. Results should be available by Friday (5/15.) At SKF&R, Chief Wright is retiring at the end of June and current SKF&R Assistant Chief Jeff Faucett is being considered by that board for promotion to fire chief. Chief Gillard also recognized Captain Gillanders' exemplary performance managing the district's EMS response during the pandemic; one of the more notable achievements was Captain Gillanders coordinating antibody testing for our personnel as well as personnel from partner agencies. He closed by noting he has been participating in the port security grant review process, which has been very informative.

Commissioner Milton commented that, regarding the staffing ILA, staffing decisions are often directed by policy, which could complicate any obligations defined by the agreement. Chief Gillard concurred, but noted some agencies may never invoke the agreement and no agency is ultimately under obligation to fulfill a request. Certainly policy implications will have to be determined prior to any agreement and of course, even when finalized every agency hopes it will not need to be invoked. Commissioner Milton also recognized a social media post regarding home-made face coverings that had been donated to first responders; Chief Gillard reported some had been donated to the district and we are very appreciative of all the help our community wants to provide – our job is to make everyone involved in these efforts feel appreciated. Commissioner Milton then asked D/C Peterson about the status of the fire engine replacement; D/C Peterson responded that although there had been some communication, final documents for review had not yet been received; this is not the norm and it's apparent the manufacturer is working at diminished capacity.

Commissioner Ingalls asked if the offer of a "loaner" engine should be considered if the truck manufacturing is going to be significantly delayed – D/C Peterson will closely monitor this situation. Commissioner Ingalls inquired about the weekly updates that Chief Gillard was going to provide; there has been no new information to provide regarding the department's status, but Chief Gillard agreed he will send a report even if to only confirm that the status quo has been maintained.

Commissioner Ellingson noted he appreciates the opportunity to participate in the business of the district in a virtual environment, recognizing D/C Peterson and ASM/HRM Alkire for their efforts in making this possible. He closed by reporting the KCFCA Executive Board will be meeting virtually next Thursday and there should be a decision made then regarding the status of the scheduled May 26th monthly meeting.

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

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, May 27, 2020 at 16:00**

KCFCA Meeting scheduled for **Tuesday, May 26, 2020 19:00 Kitsap 911, Bremerton**

Adjourn:

The regular meeting was adjourned at 5:32pm by common consent.

ATTEST:

Lise D. Alkire

KCFD #18 Secretary to the Board