

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
February 27, 2019  
Poulsbo Fire Department  
Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

Jim Ingalls	Commissioner	Darryl Milton	Commissioner
Conrad Green	Commissioner	David Ellingson	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Bruce Peterson	Staff	Lise Alkire	Staff
Jeff Russell	Staff	Wendy Luther	Staff
Chris Morrison	Staff		

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

**Approval of Agenda:**

Commissioner Ellingson moved to approve the 2/27/2019 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard asked that the "Annual Report" item be removed under "Information" and AS/HRM Alkire asked that US Bank Voucher be added under "Action." Motion was called with a unanimous vote to approve the 2/27/2019 agenda as revised.

**Public Comment:** There was no public in attendance.

**Executive Session:** There was no executive session.

**Action Items:**

**1. Consent Agenda:**

Commissioner Ellingson moved to approve the 2/27/2019 consent agenda. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the 2/27/2019 consent agenda.

**2. Commissioner Payroll**

Commissioner Ellingson moved to approve commissioner payroll for the month of February in the amount of \$1,664.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of February in the amount of \$1,664.00.

**3. Batch #525218 Fund 90912 US Bank:**

Commissioner Ellingson moved to ratify voucher batch #525218, fund 90912 US Bank, in the amount of \$21,248.01. Commissioner Milton seconded. Motion was called with a unanimous vote to approve voucher batch #525218, fund 90912 US Bank, in the amount of \$21,248.01.

**4. Batch #525217 Fund 90915 US Bank:**

Commissioner Ellingson moved to ratify voucher batch #525217, fund 90915 US Bank, in the amount of \$1,470.33. Commissioner Milton seconded. Motion was called with a unanimous vote to approve voucher batch #525217, fund 90915 US Bank, in the amount of \$1,470.33

### **Discussion Items:**

- 1. Policy 1001 Policy, Procedures, and Guidelines:** The Board reviewed the changed language; there was further discussion regarding potential circumstances and subsequent reporting obligations when there was a deviation from policy or procedure. This additional language will be added to the policy and be brought back to the Board at the next regular meeting.
- 2. Overtime Presentation:** After the recent discussion on overtime costs, D/C Russell developed an overtime review PowerPoint™ presentation outlining the primary drivers of overtime (minimum staffing requirements; callback/special events; training; and, special projects which also includes meetings). The presentation also outlined the process for selecting minimum staffing overtime; what constituted training overtime; sample leave calendars illustrating the difference between a July shift calendar where all available leave slots for a shift are filled which means any sick leave utilization results in overtime versus a March leave calendar where there remains some flexibility; steps taken to minimize staffing overtime; examples of callback/special events overtime; and strategies for reducing overtime. One of the strategies discussed was to create a streamlined hiring process to reduce the vacancy to minimum staffing timeframe – until a new employee has completed requirements to be considered part of minimum staffing, overtime is often needed to fulfill the minimum staffing requirement. Staff will have more information on a streamlined hiring process for the next regular meeting.

### **Informational Items:**

- 1. 2018 Year-End Financial Report:** FM Luther reviewed the year-end financial report which showed revenue at 102% and expenditures at 97% of budgeted amounts. She reported that a large percentage of the increase in revenue was GEMT reimbursement; the 97% of expenditures allowed for \$124,000 to be transferred to reserves. The underspending of the budget, coupled with having no end of employment expenses or having to expend dollars out of reserves as authorized by the Board, afforded a net increase of \$434,000 to reserves. Also included in the packet were balance sheets for the small capital and capital bond funds; there were no expenditures from either fund in 2018. Finally, there was also included a revised five-year projection spreadsheet that reflected the District's new assessment and the impact of the successful fire levy measure, revised GEMT revenue as its impact becomes clearer as well as the impact of a successful EMS levy renewal measure in November for collection in 2020. Revenue projections also assume an annual three percent increase in property tax revenue.
- 2. Mechanical CPR Device:** Chief Gillard began this discussion by reporting it was his intent to utilize the Suquamish Tribe grant funds to purchase a mechanical CPR device, but the grant revenue will not be available for several months; therefore, he is proposing that the device be purchased now – its cost is about \$15,000. He then invited B/C Morrison to discuss the devices and their applications. B/C Morrison provided information regarding two different devices that perform the same function, but with different delivery methods. One device utilizes a piston-like mechanism (Lucas Thumper) to automatically perform CPR while the other device utilizes an entire chest compression approach (Zoll Autopulse.) B/C Morrison reported the new MPD (Medical Program Director) will require all departments to have one of these devices, but at this point the MPD is not directing which device must be purchased. There are several advantages to using hands-free CPR delivery mechanisms: 1) consistency of compression pressure 2) ability to administer CPR for long periods of time without the need for multiple personnel for rotation 3) depending on the circumstances, it can be challenging just to get positioned to administer CPR (patient's location is problematic) 4)

ability to continue administering CPR in the back of the aid unit without having personnel unsecured. B/C Morrison also showed a video of a department currently using a hands-free device with data supporting their experience with increased survival rates. Chief Gillard emphasized that data continues to illustrate that high density CPR increases survival rates. The MPD will need to approve the purchase of the device. B/C Morrison acknowledged that this will increase the cost of a CPR call by approximately \$200. The Board supports purchasing a device and Chief Gillard reiterated that the Board will have final approval prior to expending the funds.

3. **Annual Report:** (removed from agenda)
4. **Overtime Report (January):** This report was included in the packet.
5. **Operations Report (January):** Chief Russell distributed the Kitsap 911 2019 Fire & Aid Activity Report for January; although January's call volume was less than 2018's, it is expected that February's call volume will negate that reduction and show an increase over the same time period last year.
6. **Policy 7006 Special Events Risk Management:** These policy and procedure documents were included in the packet for the Board's first review; they will be brought back under "Discussion" at the next regular meeting.

**Commissioner and Staff Comments:**

**Commissioner Ellingson** reported on the previous evening's KCFCA meeting held at the CKF&R Administration building; CKF&R has a new rescue and rehab unit that was purchased through a grant and is available to all the county departments. There were also some new tenders purchased. Commissioner Ellingson has been asked to be the keynote speaker at next month's CKF&R awards banquet.

**D/C Peterson** reported on the previous day's clean out of the archive room where the first log book of the department's formation, from 1936, was uncovered. There was also a photo of department personnel, date unknown but it appears to be the late 60's or early 70's, and it did not identify the members. One of the individuals in the photo is Commissioner Milton and he was given a copy to assist in identifying those pictured. D/C Peterson also shared before and after photos of the archive room, which remains a work in progress with the goal of having the room completely organized this year.

**Chief Gillard** provided a brief recap of the recent Brownsville Marina fire in Central Kitsap's response area; Marine 74 successfully suppressed the fire and minimized damage.

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

**Good of the Order:**

Next Regular Meeting scheduled for **Wednesday, March 13, 2019 at 16:00**  
WFCA Saturday Seminar **Saturday, March 2, 2019 Clearwater Resort 07:30**  
KCFCA Meeting: **Tuesday, March 26, 2019 19:00 SKFR St. 31**  
Region 9 Spring Workshop **Saturday, April 13, 2019 Station 71**

**Adjourn:**

The regular meeting was adjourned at 6:05 pm by common consent.

**ATTEST:**

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Lise D. Alkire  
KCFD #18 Secretary to the Board