

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
December 11, 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
Lise Alkire	Staff	Jeff Russell	Staff
Wendy Luther	Staff	Chris Quinn	Commissioner-Elect
Kevin Vay	Staff	Jeff Griffin	Visitor (Fire Chief-retired)

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

**Approval of Agenda:**

Commissioner Ellingson moved to approve the 12/11/2019 agenda. Commissioner Uberuaga seconded. Discussion: Commissioner Ellingson asked that commissioner payroll for December be added under "Action" and L&I Firefighter Technical Review report be added under "Information." Motion was called with a unanimous vote to approve the 12/11/2019 agenda as revised.

**Public Comment:** There was no comment.

**Executive Session:** At 5:20pm Chair Ingalls called for a 30-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 5:50 he extended the executive session for 40 minutes and at 6:30pm he extended the executive session for 20 minutes. At 6:50pm, Chair Ingalls closed the executive session and re-opened the regular meeting; there was no action taken.

**Action Items:**

**1. Consent Agenda:**

Commissioner Ellingson moved to approve the 12/11/2019 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 12/11/2019 consent agenda.

**2. Ratification of Batch 537675 Fund 90912 \$26,688.74**

Commissioner Ellingson moved to ratify batches 537675 from fund 90912 in the amount of \$26,688.74; 537718 from fund 90915 in the amount of \$18,477.64; and, batch 53812 US Bank from fund 90915 in the amount of \$13,176.00. Commissioner Milton seconded. Motion was called with a unanimous vote to ratify batches 537675 from fund 90912 in the amount of \$26,688.74; 537718 from fund 90915 in the amount of \$18,477.64; and, batch 53812 US Bank from fund 90915 in the amount of \$13,176.00.

**3. Ratification of Batch 537718 Fund 90915 \$18,477.64 – see above**

**4. Ratification of Batch 538012 US Bank Fund 90912 \$13,176.00 – see above**

5. **Resolution 19-15 Sole Source Zoll:** Chief Peterson confirmed the purchase of an additional 12-lead heart monitor/defibrillator was for the medical officer's vehicle. The following motion was made:

Commission Milton moved to adopt Resolution 19-15 Sole Source Zoll. Commissioner Ellingson seconded. Motion was called with a unanimous vote to adopt Resolution 19-15 Sole Source Zoll.

6. **Commissioner payroll (December)**

Commissioner Ellingson moved to approve commissioner payroll for the month of December in the amount of \$2,048.00. Commissioner Milton seconded. Motion was called with a unanimous vote to approve commissioner payroll for the month of December in the amount of \$2,048.00.

**Discussion Items:**

1. **Apparatus 110 Status Update:** Chief Gillard distributed copies of a letter sent to Spartan that was developed with attorney Burke; Spartan has acknowledged receipt of the letter. FM Annear has prepared the engine for pick up without interfering with any electronics so no claim may be made that the district interfered with the condition of the engine.
2. **Front Office Hours:** Chief Gillard reviewed the analysis of traffic in the front office and is requesting changing the office hours to 8:30am until 4:00pm, Monday through Friday; the board concurred. Staff's hours will not change.
3. **Policy 1040 Service Level Delivery Objectives and Reporting:** Chief Gillard provided a brief overview of this report that is required by Chapter 52.33 RCW; this policy provides clarification of terms (e.g. dispatch time; turnout time; and, travel time – all of these factors contribute to the total response time). B/C Rahl continues to fine tune data reporting through the district's electronic reporting system to facilitate reporting for this annual service level delivery report. There was discussion regarding the different kinds of calls and appropriate response times and the need for fractal anomalies to be addressed. Chief Gillard asked the board to closely review the policy; this item will be moved to action for the 1/8/2020 regular meeting.
4. **Resolution 19-11 Authorization to Issue Own Warrants:** AS/HRM Alkire provided an overview of steps taken to initiate the adoption of the new financial software and these resolutions are required for the implementation. The following motion was made:

Commissioner Ellingson moved to adopt Resolution 19-11 Authorization to Issue Own Warrants; Resolution 19-12 Authorization to Process Payroll; Resolution 19-13 Wire Transfer; and, Resolution 19-14 Auditing Officers. Commissioner Milton seconded. Motion was called with a unanimous vote to adopt Resolution 19-11 Authorization to Issue Own Warrants; Resolution 19-12 Authorization to Process Payroll; Resolution 19-13 Wire Transfer; and, Resolution 19-14 Auditing Officers.

5. **Resolution 19-12 Authorization to Process Payroll:** see above
6. **Resolution 19-13 Wire Transfer:** see above
7. **Resolution 19-14 Auditing Officers:** see above

**Informational Items:**

1. **Policy 7010 Fitness for Duty:** Chief Gillard distributed the draft of this policy for first review by the board; it has been reviewed by the bargaining unit's attorney and is currently

under review by the district's attorney Brian Snure. This item will be moved to "Discussion" for the 1/8/2020 regular meeting agenda.

2. **Financial Policy Update:** The appropriate financial policies will be re-formatted and updated to reflect the impacts from the new financial software.
3. **Staffing Update:** Chief Gillard reported the lieutenant who has been on a long-term injury is expected back on December 16<sup>th</sup>. The district made a conditional offer to the selected firefighter/paramedic, who then withdrew. There are three anticipated retirements in 2020, so at least one position still needs to be filled, but a firefighter/EMT could fill the role. An oral board will be convened on December 19<sup>th</sup> to interview past recommended FF/EMT candidates that were not selected; if there are candidate(s) the oral board feels should move on in the process, they will be invited to the Chief's interview on December 20<sup>th</sup>.
4. **Firefighter L&I Technical Review:** Commissioner Ellingson distributed a brief written report from the December meeting where a wildland firefighter fatality and a carbon monoxide (CO) poisoning incident were discussed. Recommendations included to not only keep your accident prevention plan up to date, but ensure that personnel comply with PPE requirements; and install disposable single gas (CO) meters on the crew's medical bags. It was confirmed that both of those recommendations are already being followed by district personnel.

**Commissioner and Staff Comments:**

**Commissioner Milton** noted what a pleasure it has been to work with Commissioner Green.

**Commissioner Uberuaga** echoed those comments, adding it was also educational and fun.

**Commissioner Ellingson** distributed a corrected KCFCA 2020 meeting schedule then he thanked Commissioner Green for his input, expertise, and dialogue that has been contributed over the years. "Thank you for the opportunity to work with you."

**Chief Gillard** reported that all the personnel involved in the recent Clear Creek fatality accident response have been subpoenaed by the prosecutor's office; consequently he called the prosecutor's office and had a great conversation explaining how expensive this could be to the district as either the district was paying overtime for off-duty personnel or overtime for coverage of on-duty personnel. The prosecutor's office now has a clearer understanding of the challenges and will narrow their scope. Chief Gillard closed his report by noting that the EMS Council extended Kitsap 911's staff contracts for two years, but tabled the contract extension for the medical program director.

**D/C Peterson** reported that the security system installation is complete and he thanked Commissioner Green for his years of service.

**D/C Russell** echoed his thanks and stated how much he has appreciated working with Commissioner Green.

**Captain Vay** thanked Commissioner Green, on behalf of both bargaining units, for his thoughtfulness and years of service.

**Public Comment:** There was no comment.

**Good of the Order:**

**Recognition of Commissioner Green's Service:** Chief Gillard presented Commissioner Green with a plaque of appreciation and Commissioner Green shared reflections on his public service history.

**Chair Ingalls** administered the Oath of Office to Chris Quinn and Darryl Milton

Next Regular Meeting **Wednesday, January 8, 2020 at 16:00 Station 71**

Kitsap County Fire Commissioners/Chiefs Meeting and Brunch, **Saturday, December 14, 2019 noon Clearwater Resort**

Annual Department Holiday Potluck **Thursday, December 19, 2019 17:30 Station 71**

**Adjourn:**

The regular meeting was adjourned at 6:50pm by common consent.

**ATTEST:**

---

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