

**Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 8, 2020
Poulsbo Fire Department
Poulsbo, WA**

REPRESENTATIVES IN ATTENDANCE:

Jim Ingalls	Commissioner	Darryl Milton	Commissioner
Chris Quinn	Commissioner	David Ellingson	Commissioner
Jeff Uberuaga	Commissioner	Jim Gillard	Fire Chief
Bruce Peterson	Staff	Lise Alkire	Staff
Jeff Russell	Staff		

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

Approval of Agenda:

Commissioner Milton moved to approve the 1/8/2020 agenda. Commissioner Ellingson seconded. Motion was called with a unanimous vote to approve the 1/9/2019 agenda as revised.

Public Comment: There was no public in attendance.

Executive Session: At 5:15pm Chair Ellingson called for a 20-minute executive session, pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 5:35pm Chair Ellingson extended the executive session for 30 minutes; at 6:05pm, Chair Ellingson closed the executive session and re-opened the regular meeting. There was no action taken.

Action Items:

1. Annual Organizational Meeting
 - A. Resolution 20-01 Electing a Chair, Vice-Chair, Financial Officer, etc.

Commissioner Ingalls moved to appoint David Ellingson as Chair, Darryl Milton as Vice-Chair, Jeff Uberuaga as Financial Officer and designating Commissioners Ellingson, Uberuaga and Chief Gillard as Investment Officers and Lise Alkire as District Secretary. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to adopt Resolution 20-01 Electing a chair, vice chair, financial officer, designating investment officers, and appointing a district secretary.

- B. Resolution 20-02 Establishing Date, Time, and Place of Regular Meetings

Commissioner Milton moved to adopt Resolution 20-02 Establishing Date, Time, and Place of Regular Meetings. Commissioner Quinn seconded. Discussion: it was noted that there may be the need to reschedule some meetings due to conflict with holidays, conferences, etc. Motion was called with a unanimous vote to adopt Resolution 20-02 Establishing Date, Time, and Place of Regular Meetings.

2. Consent Agenda:

Commissioner Ellingson moved to approve the 1/8/2020 consent agenda. Commissioner Milton seconded. Motion was called with a unanimous vote to approve the 1/8/2020 consent agenda.

3. Ratification of Batch #539480 Fund 90912 \$36,340.84

Commissioner Milton moved to ratify voucher batch #539480, fund 90912, in the amount of \$36,340.84; batch #539473, fund 90915, in the amount of \$6,082.11; and, batch #539523 US Bank, fund 90912, in the amount of \$7,384.15. Commissioner Quinn seconded. Motion was called with a unanimous vote to ratify voucher batch #539480, fund 90912, in the amount of \$36,340.84; batch #539473, fund 90915, in the amount of \$6,082.11; and, batch 539523 US Bank, fund 90912, in the amount of \$7,384.15.

4. **Ratification of Batch #539473 Fund 90915 \$6,082.11:** see above

5. **Ratification of Batch #539523 US Bank Fund 90912 \$7,384.15:** see above

6. **Non-uniform CBA:** Chief Gillard noted some minor changes that had been made to the proposed contract: Language regarding FM Luther's negotiated wage adjustment is now reflected for 2021 and the language regarding part-time employees has been eliminated - a permanent, part-time hire would require negotiation of impacts. The following motion was made:

Commissioner Milton moved to approve the January 1, 2020 – December 31, 2021 non-uniform IAFF Local 2819 collective bargaining agreement and authorize Chief Gillard to sign the agreement on behalf of the district. Commissioner Uberuaga seconded. Motion was called with a unanimous vote to approve the January 1, 2020 – December 31, 2021 non-uniform IAFF Local 2819 collective bargaining agreement and authorize Chief Gillard to sign the agreement on behalf of the district.

Discussion Items:

1. **Staffing/Hiring Update:** Chief Gillard provided a brief re-cap of the process to date: from a previous list developed late last year, two candidates were re-interviewed last December and both were recommended for hire. In the interim, a firefighter has come forward to indicate he is planning on retiring in May. Because of this new information, Chief Gillard presented the idea of hiring both candidates with a proposed start date of March 1st; one firefighter to fill the current vacancy created through the recent promotional process, and one hired in anticipation of the spring retirement. The risk is that the retiring firefighter changes his mind. The benefits of hiring two with a March 1st hire date include that there will be at least six weeks of overlap for minimum staffing orientation, the wage impact is minimal at most, and there is efficiency for both staff and crews in on-boarding two candidates at the same time. Chief Gillard provided an overview of both candidates: one is a 17-year fire service veteran who lives with his family in Poulsbo, but works in California – this elicited a short discussion regarding the pros and cons of a highly experienced hire; the second candidate is currently an intern with NKF&R and a North Kitsap High School graduate. After discussion, the following motion was made:

Commissioner Ingalls moved to approve making a conditional offer of employment to both firefighter candidates and a temporary increase to the number of authorized positions. Commissioner Quinn seconded. Motion carried with a unanimous vote to approve making a conditional offer of employment to both firefighter candidates and a temporary increase to the number of authorized positions.

2. **Apparatus 110 Update:** Chief Gillard provided a brief overview of the conference call with Spartan to initiate discussion regarding Spartan replacing the engine. It appears that

Spartan's intent is to replace the engine at no additional cost with the district "trading in" the old engine for a new one. Spartan has committed to arranging for transport of the old engine and storing it "as is" until this issue is resolved. Spartan also asked that the district reviews our specifications and provide them with any modifications; if there are any proposed modifications that increase the cost, that subject will need to be negotiated. Chief Gillard went on to say that the apparatus committee will be reconvened to provide this information. He also cautioned that there is still a lot of work to do and, before any final decisions are made, this subject will be brought back to the board.

3. **Policy 7010 Fitness for Duty:** Chief Gillard noted he has received feedback from attorney Brian Snure and one more meeting with labor/management is needed to ensure mutual understanding. This item will be moved to "Action" for the 1/22/20 regular meeting agenda.
4. **Policy 1040 Service Level Delivery Objectives and Reporting:** Chief Gillard reported he has not received any feedback on this policy and that B/C Rahl continues to work on ensuring the reports referenced in the policy can actually be produced. When that confirmation has been made, or if any adjustments are needed, the policy will be distributed for final board review.

Informational Items:

1. **Month-to-Date Financial Report (November 2019):** This report was included in the packet and there were no concerns.
2. **Overtime Report (November 2019):** A slightly revised version of this report was distributed by D/C Russell; it appears that with a L&I time loss reimbursement that was received in December, the final overtime expenditure for 2019 will be approximately \$4,000 under budget.
3. **Operations Report (November 2019):** D/C Russell noted that as is typical, approximately 38% of November's calls were fire related and 62% were EMS related. Some December to date significant events include a structure fire at an abandoned house on Viking – there were no injuries and no occupants; on December 15th there was a car over the embankment on Hwy 104 which presented a challenging rescue in which Navy Region Northwest provided much appreciated high angle rescue assistance in mitigating the call; and, there was the incident involving the car that went into Liberty Bay that received a lot of attention.

Commissioner and Staff Comments:

Commissioner Ingalls thanked the board for their help and consideration during his tenure as chair.

Commissioner Milton emphasized the need to re-evaluate L & I for the fire service; he also encourages study of CKF&R's proposal for a county-wide maintenance facility.

Commissioner Ellingson thanked Commissioner Ingalls for his leadership which has been a great benefit to the district and its citizens. He is also very confident in the board's experience and integrity – those factors will "make my job easy."

D/C Peterson noted the final bill for the apparatus bay system upgrade was included with the vouchers. He also reported that, after approximately 30 years, the furnace at Station 73 needs to be replaced; the replacement has been ordered and installation should be complete in the next week. He closed by noting there should be a station re-model estimate available by the next regular meeting.

Noted: Kitsap County Chiefs and Commissioners' Legislative Day is Monday, January 20th; Commissioner Ellingson and Chief Gillard will attend and Commissioner Preuss is the RSVP contact.

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

Good of the Order:

Next Regular Meeting scheduled for **Wednesday, January 22, 2020 at 16:00**

Kitsap County Fire Commissioners and Chiefs Legislative Day **Monday, January 20, 2020**

KCFCA Meeting: **Tuesday, January 28, 2020 19:00 Poulsbo Fire Station 71**

Adjourn:

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

ATTEST:

Lise D. Alkire

KCFD #18 Secretary to the Board