

**Kitsap County Fire District #18  
Board of Commissioners Meeting Minutes  
February 26, 2020  
Poulsbo Fire Department  
Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Darryl Milton	Commissioner
Jim Ingalls	Commissioner	Chris Quinn	Commissioner (excused)
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 Ellingson at 4:00pm.

**Approval of Agenda:**

Commissioner Ingalls moved to approve the 2/26/2020 agenda. Commissioner Milton seconded. Discussion: Motion was called with a unanimous vote to approve the 2/26/2020 agenda.

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

**Executive Session:** At 5:41pm Chair Ellingson called for a 10-minute executive session, pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations; at 5:51pm Chair Ellingson closed the executive session and re-opened the regular meeting. There was no action taken.

**Action Items:**

**1. Consent Agenda:**

Commissioner Uberuaga moved to approve the 2/26/2020 consent agenda. Commissioner Ingalls seconded. Motion was called with a unanimous vote to approve the 2/26/2020 consent agenda.

**2. Commissioner Payroll (February)**

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

**Discussion Items:**

- Apparatus Replacement:** Chief Gillard reported Spartan now has Apparatus 110, but they have not yet been able to diagnose what is wrong with the engine. Work continues on the process to replace the engine. D/C Peterson noted that he and FM Annear have been working with the engine specifications committee regarding any potential changes to the engine, including the potential design/financial impact of adding an elevated master stream. D/C Russell added that the WSRB has had a ladder truck requirement for the district since 1984; this is a requirement that the district has not been able to meet as the cost is prohibitive at \$1 million or more just for the engine; however the district might see a significant reduction in the district's protection class if there was an addition of an elevated water stream to one of the engines. The additional cost and weight impacts must be considered and he is getting definitive cost estimates for further discussion.

2. **Strategic Plan – Special Meeting Date; SAB Meeting Date:** Chief Gillard began this discussion by noting he had taken Commissioner Ingalls' outline and used it as the foundation for the draft document which he then distributed to the board for their take-home review. He noted that the strategic plan document could certainly be used as a basis for public presentations, but the document is primarily for use internally. There was some discussion regarding various items in the draft document. It was decided to make "Strategic Plan" the focus of the 3/11/2020 regular meeting. The strategic advisory board meeting date will be set at that meeting after considering dates staff propose.

**Informational Items:**

1. **Month-to-Date Financial Report (January):** This report was included in the packet.
2. **Overtime Report (January):** This report was also included in the packet and D/C Russell was pleased to report the buffer position saved almost \$5,000 in overtime for January.
3. **Operations Report (January):** D/C Russell distributed the January Kitsap 911 Fire and Aid Activity Report as well the call analytics report from ESO, the district's reporting system. The district responded to 415 calls which was a significant increase over the same time period in 2019, primarily due to last month's snow storm. Of those 415 calls, 49 were mutual aid responses to surrounding districts.
4. **MOU – Paramedic School:** This document was presented for board review. The MOU needs to be in place for D/C Russell to complete the AFG (Assistance to Firefighters Grant) application with the understanding that if the grant is not received, the MOU will be rescinded. Grant funds will provide backfill for the firefighter's position to maintain minimum staffing while attending school, as well as tuition costs. This item will be on the 3/11/2020 agenda.
5. **MOU - WPSL:** This MOU regarding Washington Paid Sick Leave was not yet available and will be on the 3/11/2020 agenda.

**Commissioner and Staff Comments:**

**Commissioner Milton** inquired about the volunteer benefits bill currently under consideration at the state legislature; the bill is being reviewed by the House Appropriations Committee and the WFCA has partnered with the WSCFF (Washington State Council of Firefighters) to encourage members to contact the appropriations committee to get the bill presented for a house vote. He also asked about the status of closest unit dispatch; currently the tool is being used for priority one calls and its implementation for priority two calls is being discussed.

**Commissioner Ellingson** confirmed the district is no longer using Class B foam, which is now illegal; D/C Peterson confirmed the district has not been using this product since the 1990's. Commissioner Ellingson also reported that the CAD (computer-aided dispatch) update was challenging for Kitsap 911, but the issues have now been resolved; there will also be a Kitsap 911 study conducted in April.

**Commissioner Uberuaga** confirmed plans are being developed for coronavirus emergency response; Chief Gillard confirmed the district is working with the health department to solidify the plan and the district's medical officer is working on ensuring the district has the needed protective equipment and supplies.

**D/C Peterson** reported the Port Security Grant is officially closed and the closeout report for the AFG Wildland Equipment has been submitted. The AFG grant for increased staffing is in its final year. He closed his report by noting the heating system at Station 72 has been installed.

**D/C Russell** sadly reported the burn patient from the Highway 305 incident has died; peer support members continue to be in contact with the firefighters who responded to that incident.

**Chief Gillard** reported attorney Brian Snure continues work on the class-action suit regarding the information request for employee information.

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

**Good of the Order:**

Next Regular Meeting scheduled for Wednesday, March 11, 2020 at 16:00

Region 9 Workshop Saturday, March 14, 2020 08:00 Rice Fergus Miller Bremerton

KCFCA Meeting: Tuesday, March 24, 2020 19:00 SKF&R Station 31

WFCA Saturday Seminar Saturday, April 4, 2020 08:00 Clearwater Resort Suquamish

**Adjourn:**

The regular meeting was adjourned at 5:51pm by common consent.

**ATTEST:**

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Lise D. Alkire  
KCFD #18 Secretary to the Board