

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
November 8, 2006
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

Jim Ingalls	Commissioner	Darryl Milton	Commissioner
Conrad Green	Commissioner	Jack Woodard	Commissioner
David Ellingson	Commissioner	Chief Shields	Staff
Lise Alkire	Staff	Jim Gillard	Staff
Thomas O'Donohue	Staff	xxx Russell	Staff

- I. Meeting called to order by Chairman Jim Ingalls at 4:00pm.
- II. Approval of Agenda

Commissioner Ellingson moved to accept the November 8, 2006 agenda as presented. Commissioner Milton seconded the motion. Motion was called with a unanimous vote to approve the agenda as presented.

- III. Approval of Minutes

- A. Approval of October 25, 2006 Regular Meeting Minutes

Commissioner Ellingson moved to approve the October 25, 2006 Regular Meeting Minutes as presented. Commissioner Milton seconded the motion. Motion was called with a unanimous vote to approve the minutes as presented.

- B. Approval of October 24, 2006 Special Meeting Minutes (Long Range Financial Planning Committee)

Commissioner Ellingson moved to approve the October 24, 2006 Special Meeting Minutes as presented. Commissioner Milton seconded the motion. Motion was called with a unanimous vote to approve the minutes as presented.

- IV. Comments From Visitors

None.

- V. Executive Session

None.

VI. Correspondence

None.

VII. Financials

A. Vouchers

Commissioner Woodard moved to approve vouchers in fund #90912/batch 309940 in the amount of \$44,760.37. Commissioner Milton seconded the motion. The motion was unanimously approved.

Commissioner Woodard moved to approve vouchers in fund #90915/batch 310156 in the amount of \$2,788.29. Commissioner Milton seconded the motion. The motion was unanimously approved.

B. Department Payroll (November)

This item was tabled until the next meeting.

VIII. Public Hearing—2007 Budget

The Regular meeting was suspended at 4:07pm. The Public Hearing was opened at 4:07pm.

A. Adoption of the 2007 Budget

A copy of the proposed 2007 budget was included in the meeting packet. Projected revenue for 2007 is \$4,903,611 which is an increase of 5.76% over last year, mostly from new construction. At the budget workshop held previously, the Assessor explained the process used in determining fire and EMS property tax. It was explained that the property behind Pt Gamble is taxed for EMS but not for fire because DNR provides fire protection for the area, thus the discrepancy in funding amounts. The proposed budget for 2007 is \$5,418,510, not including the new programs; this is an increase of 4.2% over last year's budget. The recommended new program requests are for \$41,890 in the 90912 fund and \$32,358 from the 90915 fund (these additional items were highlighted in yellow on the budget proposal). There is a placeholder of \$50,000 in the 90915 fund for these projects. Additional funds for new programs are not included in the actual budget until they are approved by the Commissioners. In 2006, revenue was pretty much on track for what was estimated. Projected revenue is generally budgeted conservatively, according to Chief Shields.

The public Hearing was closed at 4:22pm and the regular meeting was reopened.

Commissioner Ellingson moved to approve the 2007 Budget as presented to include the additional programs at \$41,890 and \$32,358. Commissioner Woodard seconded the motion. The motion was unanimously approved.

The Board concurred that Chief Shields will be asked to bring information about the overtime budget to the Commissioners for review.

Chief Shields thanked Wendy, Lise and the other staff members who have helped put the budget together and provided information for the budget process which made this process go very smoothly.

Chief Shields noted that although funds were approved for the budget today from the 90915 fund, this fund still need to be considered in the Long Range Funding Plan and the amount of money in this fund will need to be approved at a future meeting. The Board concurred that this needs to happen.

B. Resolution No. 06-08 Adopting the Property Tax for 2006—Fire

Commissioner Milton asked if, since the district put in for 6% but the auditor said the limit was 1%, then, if the legislation passes, we could reclaim the 6% originally requested. Chief Shields said he believes this would be possible as stated in the Resolution which includes the phrase “any additional amounts” to include these funds if available. This allows the district to take up to whatever amount is legally available. He is unsure if passage of this legislation would allow for retroactive collection of these funds. Chief Shields will follow up on this question with the Assessor.

Commissioner Woodard moved to approve Resolution No. 06-08 Adopting the Property Tax for 2006—Fire. Commissioner Ellingson seconded the motion. The motion was unanimously approved.

C. Resolution No. 06-09 Adopting the Property Tax for 2006—EMS

Commissioner Woodard moved to approve Resolution No. 06-08 Adopting the Property Tax for 2006—Fire. Commissioner Ellingson seconded the motion. The motion was unanimously approved.

IX. Facilities

A. Remodel Update

Chief Shields reported that the remodel process has slowed down while the contractor waits for the electrician. The contractor is one to two weeks behind schedule but should finish the project on time. The contractor will work on both of the projects at the same time instead of doing one project at a time as previously planned. They should have the remodeling done by December 9th.

B. Kitchen Update

The kitchen update has been completed except for the addition of the “kill switch” for the ranges and ovens. The kitchen is for the most part functional according to Chief Shields.

X. Accreditation

A. Accreditation Update—Chief Huddleston

This topic was tabled until the next meeting; Chief Huddleston was unavailable to review new information on this topic and make a presentation today.

XI. Committee Reports

A. Strategic Plan

1. Staffing Update—Phase II Staffing Committee 10/31/06 Meeting

Draft minutes from the October 31, 2006 Staffing Committee meeting were included in the meeting packet. Chief Shields reported that the department is looking at hiring six additional personnel; they are currently looking at the numbers for this and also looking at volunteering programs, staffing structures, and CDB to see how these issues will affect staffing. The Committee came to the consensus that the district should hire the six additional employees; it was undecided if these would be six firefighters or three firefighters and three medics. This information has been passed along to the Strategic Planning Committee in order to look at options and funding issues.

2. Committee Reports

a. Long-Range Financial Planning Committee Report of 11/7/06

The Long-Range Financial Planning Committee met yesterday. Chief Shields reported that significant progress was made at this meeting. They set a target date of May for the levy. Names for the Citizen's Committee were submitted; the group reviewed these names and agreed on 30-35 people for this Committee. They also looked at budget projections and lid lift numbers (both with and without a lid lift and with only fire, then with only EMS). The Committee has more work to do on future budgeting issues. Chief Shields reported that the first Citizens Committee meeting will be held after the first of the year and the invite letter to the members of the Citizens Committee will be sent out in early December. Various dates of other levys (schools, libraries, Kitsap Transit, etc) were taken into consideration.

XII. New Business

A. BC Bargaining Unit Discussion

Previously, a MOU was entered into with the Battalion Chiefs which was extended for one year. Employees who were affected by this were asked to provide information to the Board on how the situation is going. Chief Russell told Commissioner Milton said

that since he has become a BC he has done more discipline than when he was an Acting Captain because now he is more accountable; he concurs with staying in the same Bargaining Unit. BC O'Donohue reported that he spoke with Union Rep Chris Wallace and other BCs who have taken on the responsibilities of the position, including discipline, and the situation is going well; he stated that he saw no reason to change how things are going. He added that with everyone in the same bargaining unit, the department does not have to negotiate two contracts, does not have to attend two labor management meetings and that there is already a mechanism in place due to the current chain of command to take care of any discipline situations as they arise. BC Gillard noted that coaching sessions are being used and there have been no problems with the way things are going now. Also, with a discipline policy in place, the rules are very clear cut and have been very helpful to the BCs as far as discipline is concerned. BC Gillard noted that with training, as an example, being in the same Bargaining Unit has been positive because the requirements are coming from people in your same unit, not from outside, so it goes over very well. Chief Shields agreed with what was said; he noted there was one potential problem that was looked into which has not become an issue and that potential issues which could arise if there were two bargaining units could be greater than if everyone was in one unit; he supports keeping everyone in the same bargaining unit. Commissioner Milton added that with everyone in the same unit, there is no problem, for example, with one captain substituting for another. If there were two bargaining units this may create a problem.

Commissioner Milton made a motion to include the Battalion Chiefs in the Firefighter's Bargaining Unit. Commissioner Woodard seconded the motion. The motion was unanimously approved.

XIII. Unfinished Business

A. Hager 360 Update

A memo from David Hager was included in the meeting packet on the follow up plan. The concept has been that programs would be put in place to allow the participants to learn how to make changes based on feedback from the 360 program. Chief Shields stated he would like to move forward with this program and continue working with Mr Hager for officer development based on the information provided by the process. The Board concurred that Chief Shields should continue working with Mr Hager and put together a plan for continued development; he will bring this plan back to the Board. Commissioner Woodard added the he would also like feedback from some of the people who have gone through the program to see what they thought about the process. Chief Shields added that there are funds in the budget for leadership development.

B. Aerial Discussion

Commissioner Milton and BC Gillard had spoken with a man from New York who could provide consultant services on aerial equipment. Chief Russell spoke with another person who could provide similar services. Hiring a consultant could cost up to \$10,000; no money has yet been approved for this project yet. The purpose of using a consultant was to get an outside, objective opinion on whether or not we need a certain

piece of apparatus. One of the concern for looking at this apparatus at this time is to determine if it should be worked into the budget for the lid lift or if this is even necessary at this time. The group discussed using this type of apparatus from a neighboring department, buying a used aerial truck or retrofitting an engine with the necessary apparatus. The group determined that they would do in-house research, using information and data from neighboring districts that have aerial apparatus, as a first step in this process. This topic will be brought up at the next officer's meeting. It was determined that this would not be a high priority project.

XIV. Legislative Update

Chief Shields reported that the Legislative Committee meets tomorrow. Their priority will be to set a date to meet with legislators as soon as possible, preferably before the legislative session begins or shortly there after.

XV. Additional Comments from Visitors

None.

XVI. Good of the Order/Commissioners Comments

A. Next Regular Board Meeting Scheduled for Wednesday, November 22, 2006 at 4pm.

The next regular Board meeting is scheduled for Wednesday, November 22, 2006 at 4pm. .

It will be determined early next week if this meeting will be cancelled. It is possible that the second meeting in December may also be cancelled.

B. Commissioner's Reports

Commissioner Woodard provided call volume reports for the month of September, these are being reviewed to ensure that the information provided is complete.

Chairman Ingalls reported that he received an email from Chief Senter about "good news" from KPS. Lise will attend the Healthcare Meeting tomorrow and will email new rates to the Board if they become available.

Chief Shields reported that the Poulsbo Fire has received a letter from the Kitsap Health District stating that they have received a five star EnviroStar award. The Department's MDA boot drive ranked number four in the state in donation collection. Chief Shields provided a copy of the CenCon Call report. Poulsbo Fire has the highest growth in the county year-to-date. Friday the department will be closed for the holiday.

XVII. Future Agenda Items

A. Medic Billing Fee Schedule—12/13/2006

XVIII. Adjourn

Commissioner Woodard moved to adjourn the meeting at 6:02pm. Commissioner Green seconded the motion. The motion was unanimously approved.