

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 8, 2009
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

Darryl Milton	Commissioner	Conrad Green	Commissioner
Dave Ellingson	Commissioner	Martin Sullivan	Commissioner (excused)
Jim Ingalls	Commissioner	Dan Olson	Staff
Jim Gillard	Staff	Lise Alkire	Staff
April Borbon	Staff	Brian Ramey	Staff

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

Commissioner Ellingson moved to approve the July 8, 2009 agenda with the addition of RFA report in the Chief's Report section. Commissioner Milton seconded the motion. Motion was called with a unanimous vote to approve the agenda as amended.

- III. Approval of Minutes
 - A. June 24, 2009 Regular Meeting Minutes

Commissioner Ellingson moved to approve the June 24, 2009 Regular Meeting minutes with a correction to Joe Vloch's name on page 6 and the removal of the second to last sentence in section VII B. Commissioner Milton seconded the motion. Motion was called with a unanimous vote to approve the minutes as amended.

- IV. Comments From Visitors
 - None.
- V. Executive Session
 - None.
- VI. Correspondence
 - None.
- VII. Financials

A. Vouchers

Commissioner Green moved to approve vouchers in account 90912/batch 357692 in the amount of \$19,237.69. Commissioner Milton seconded the motion. The motion was unanimously approved.

B. Department Payroll (June)

Commissioner Green moved to amend Department Payroll for the month of June to the amount of \$351,950.95. Commissioner Ellingson seconded the motion. The motion was unanimously approved.

Commissioner Green stated that an overtime payment had not been included in the previously approved department payroll for June.

VIII. Facilities

No report.

IX. Committee Reports

A. Joint Legislative Committee

The Joint Legislative Committee met to discuss the residential sprinkler legislation. Some legislators are for the legislation and some, including Jan Angel, are against it. The legislation needs support from the chiefs and commissioners. If this legislation passes, all new construction would be required to have residential sprinkler systems. The Building Code Council stated that this is a public policy issue not a code issue. Chief Olson will get a video that provides a demonstration of the sprinkler system to show the commissioners and the City Council. The costs for this type of system are dropping but it would still add \$5,000 to \$10,000 to the cost for new construction. Many issues still need to be resolved in regards to this issue. Commissioner Green pointed out that new construction methods and materials already provide additional safety for the public, however he felt that an educational segment at the Commissioners Association would be a good idea. Chief Olson said studies show that residential sprinkler systems provide a 94% to 99% chance of survival in a house fire.

Commissioner Milton suggested bringing up the addition of Fish and Wildlife personnel inclusion in the LEFF program at a future meeting.

X. New Business

A. OESD Contract

A copy of the new annual contract with OESD was included in the meeting packet for review. The contract will take affect on September 1st as the company is on a school district fiscal year. Commissioner Ellingson stated that Chief Olson did a tremendous

job of working on the network system for sustainability and cost control. The only change to the contract is a \$1,500 fee for a firewall. Other changes that were suggested include moving to a web-based email system at a cost of \$30 per month or using an electronic mail service at a cost of \$40 per account as the current email server is old and will need to be replaced soon. NKFR also has a new server which the department could possibly use. The third option would be to buy a new server and licenses which would cost around \$8,000. Action on this issue will take place at the next meeting. Commissioner Green suggested adding language to the contract that would allow the district to get out of the server service if necessary.

B. Inter-local Joint Purchase Agreement for Protective Clothing

An Inter-local Joint Purchase Agreement for Protective Clothing between the department and Lewis 15 had been emailed to the group for review. This agreement would allow the department to purchase bunker gear through a bid sought by Lewis County Fire District #15; they would also be allowed to purchase through Poulsbo Fire bids. The agreement template was provided by Snure. Chief O'Donohue added that the Poulsbo Fire District is still responsible to ensure the bid process is done correctly according to the auditor.

Commissioner Ellingson moved to approve the Inter-local Joint Purchase Agreement for Protective Clothing with Lewis County Fire District #15. Commissioner Milton seconded the motion. The motion was unanimously approved.

C. Policies: 4001, 4002, 4003

Revised policies 4001, 4002, and 4003 were included in the meeting packet for review. These updated financial policies will meet the requirements of the state auditor. Commissioner Ellingson suggested adding a two-key procedure for the lockbox in policy 4002 as this will provide added security for both the money and the people who hold the keys.

D. Jack Webb and Kay Hoech Recognition

The District's attorney Bob Hawkins suggested that it would be a good idea to recognize Jack Webb and Kay Hoech for all of the work they did in the past to set the foundation for the fire district. Jack was instrumental in changing the fire district from a city department to the county district that it is now. Chief Olson suggested a picture frame that includes a current photo of the department and a resolution passed by the Board to recognize their years of service. The group concurred that this would be a good idea. A resolution will be on the agenda for the next meeting.

XI. Unfinished Business

A. 2010 Budget and Strategic Objectives

The continuous Improvement Objectives, the 2009 Strategic Goals, and a draft copy of Chief Olson's 2010 Strategic Goals were included in the meeting packet for review. In

August the staff will begin their budget review and the budget for 2010 will be set by the end of September. The 2010 Strategic Goals will need to be firmed up by then.

B. Network Phone System Update

AFM Alkire reported that the network services ISP had been converted to Comcast at Stations #72 and #77 last week. She added that OESD did a great job with this project. Previously all city and county email was bouncing back and there were a few other glitches but these problems have been fixed. She noted that OESD was very responsive to these issues and that through all of the transition there was minimal down time. Although the district is no longer a part of the CKFR system, they will honor their contract until 2010 at a cost of approximately \$1,300 for the year. They still use Zoll records management, tough books, and mobile server VPN with CKFR. The cost for Comcast service is approximately \$280 per month. There was discussion about a \$2,500 fee to CKFR for terminal server replacement. The phones at Station #77 were switched to Comcast yesterday. The overall impact on the budget will be a cost saving of 30% to 40%. Currently the district will still need to maintain two phone lines with Embarq. The entire phone system will need to be replaced soon as it is just a matter of time until it fails. It would cost approximately \$14,000 to change the phone hardware to Comcast phone service.

C. CenCom Funding Formula

There was no update; this Committee will meet next week.

D. Governance—New Agenda Format

A new draft agenda format was included in the meeting packet. Chief Olson requested comments from the Board about the new agenda. The group agreed to give this type of agenda a try to see how it works.

XII. Chief's Report

A. Article in Kitsap Sun--Training

Chief Olson provided handouts of a recent story about the department that was in the Kitsap Sun. Chief Gillard planned a training exercise then invited the press to watch the event. Chief Olson thanked Chief Gillard for the great job he did with both the exercise and the positive publicity he received for the department.

B. June Ops Report

Chief O'Donohue provided handouts of the June 2009 Monthly Operations Report. The report showed that both EMS calls and transports were up from the previous month. There were a number of mutual aid calls with North Kitsap. Chief O'Donohue also provided a handout of the Station #72 staffing along with a record of priority 1 and 2 calls received by the station. There was some confusion about how the calls were recorded and the 24 hour shifts that the station was staffed; he will change the way this information is provided in the future. He will add a record of volunteer hours to the

next report as well. The CenCom Activity Report for the month of May was provided; the report showed that Poulsbo Fire activity dropped by 17.51% over last year's year-to-date totals.

C. Thank You

A thank you letter from a local citizen for the department's recent pancake breakfast was included in the meeting packet. Chief Olson added that the department has received lots of positive feedback about the event. PM Epperly sent a letter to the editor thanking the public for their participation in the event.

D. Phase 1 Burn Ban July 8, 2009 at 0800

A Phase 1 Burn Ban will go into effect on July 8, 2009 at 8am.

E. RFA Report

Chief Olson attended the RFA meeting last night. There was lots of discussion at the meeting. South Kitsap brought a proposal to the Planning Committee that two of the departments move forward with the RFA. The Committee stated that a member can drop out of the RFA but that the committee cannot change the make-up of the organization. A motion to continue with the current plan passed with a 5 to 4 vote. This group will next meet in September.

XIII. Legislative Update

No report.

XIV. Additional Comments from Visitors

None.

XV. Good of the Order/Commissioners Comments

A. Next Regular Board Meeting Scheduled for July 22, 2009 at 4pm

B. Annual Fire Commissioner's Picnic, Saturday, July 11, 2009 4pm at the Ellingson Home

C. Study Session Special Meeting Scheduled for Wednesday, August 5, 2009 at 4pm

Commissioner Ellingson will be out of town on this date and will not be able to attend this meeting. The group decided to change the date for this meeting; the date will be emailed to the group when it is set.

D. Commissioner's Reports

Commissioner Ellingson will not be able to attend the Special Meeting on August 5th. Salmon and organic burgers have been added to the menu for the picnic. The

Firefighter Technical Review Committee was set to meet tomorrow but the meeting was cancelled because there was only one review scheduled which had no violations. The CenCom Policy Board will meet next week. A letter was sent to L & I stating that the terms of the 305 Standards had been breached.

Commissioner Green attended the Grand Opening at the new Coroner's office today and reported that it is a very impressive facility.

XVI. Adjourn

The meeting was adjourned by common consensus at 5:48pm.
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