

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**November 13, 2024**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner (Absent)	William Whiteley	Commissioner
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Jeff Russell	Deputy Chief (DC)
Amy Strzalka	Finance Director (FD)		

**Call to order:** Meeting was called to order by Commissioner Milton at 4:00 p.m.

**Approval of agenda:**

Commissioner Ellingson moved to approve the 11/13/2024 agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 11/13/2024 agenda. Passed.

**Public Comment:** None in attendance.

**Executive Session:** None Requested

**Public Hearing:** Commissioner Milton opened the public hearing at 4:01 pm to run for 15 minutes, ending at 4:16 pm. At 4:16 pm Commissioner Milton closed the Public Hearing and re-opened the regular meeting.

1. **2025 Budget Review**-Chief Gillard discussed the 2025 proposed budget to include the small and large capital projections.

Commissioner Ingalls moved to adopt the 2025 small and large capital budget. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to adopt the 2025 small and large capital budget. Passed.

2. **Resolution 24-09 Fire Levy**

Commissioner Ellingson moved to adopt Resolution 24-09 Fire Levy. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to adopt Resolution 24-09 Fire Levy. Passed.

3. **Resolution 24-10 EMS Levy**

Commissioner Ingalls moved to adopt Resolution 24-10 EMS Levy. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to adopt Resolution 24-10 EMS Levy. Passed.

4. **Resolution 24-11 2025 Expenditure Budget Adoption**

Commissioner Ingalls moved to adopt Resolution 24-11 2025 Expenditure Budget. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to adopt Resolution 24-11 2025 Expenditure Budget . Passed.

**Action Items:**

1. **Consent Agenda:** All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission Member or by citizen request.

- a. November 6, 2024 Regular Meeting Minutes
- b. Vouchers

Commissioner Ellingson moved to approve the 11/13/2024 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 11/13/2024 Consent Agenda. Passed.

2. **Resolution 24-12 Amendment to Resolution 23-07:** AD Sawyers stated there was an error in the original adopted resolution with the VIN number of the vehicle sent for re-chassis.

Commissioner Ellingson moved to adopt Resolution 24-12 Amendment to Resolution 23-07. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to adopt Resolution 24-12 Amendment to Resolution 23-07. Passed.

### Discussion Items:

1. **Station 76:** Chief Gillard provided an update on the Station 76 project, noting that costs have risen significantly, particularly hauling costs, which have increased from \$5 per square yard to \$29 per square yard. This increase has resulted in an additional \$1.2 million in project expenses. With the project already delayed by over six months, there are growing concerns about further delays and how the additional costs will be managed. The board now faces three potential options: first, to move forward with the project as planned and accept the \$1.2 million cost increase; second, to delay the project until April 2025 in hopes that costs will decrease over time; and third, to continue with construction but delay excavation to take advantage of drier conditions later in the project, which may help reduce hauling costs. Commissioner Ingalls also expressed concerns about the potential cost increase, emphasizing the financial impact. Ultimately, the board must decide whether to proceed with the higher costs or delay the project in hopes of more favorable conditions in the future. More information will be provided at the next board meeting.
2. **Hybrid Schedule MOU:** Chief Gillard presented a proposed hybrid work schedule, requested by the labor group, as an amendment to the current uniformed CBA. This new schedule aims to offer greater flexibility for firefighters assigned to the CARES program by allowing them to work shift schedules.

Commissioner Ellingson moved to authorize Chief Gillard to sign the Hybrid Schedule MOU as presented. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the Hybrid Schedule MOU as presented. Passed.

### Informational Items:

1. **Staffing/Hiring:** AD Sawyers gave a brief update on the current hiring status. The District conducted the first round of firefighter/paramedic interviews earlier in the week. Final interviews are scheduled next week.
2. **Facilities:** DC Anderson updated the board on the boathouse remodel. DC Anderson commented that the contractor has installed the curtain, and waiting on calibration.
3. **Apparatus:** Chief Gillard is still waiting on a radiator replacement for the 2016 Medic Unit. The fleet team is currently installing the new radios. Chief Gillard also stated the new F150 battalion chief rig is at the dealer, it will be a few weeks before it is ready for service.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** Commented the Planet Pluto rotation that occurred.

**AD Sawyers:** commented that the next meeting will be held the day before Thanksgiving.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, November 13, 2024 at 16:00**

Kitsap County Fire Commissioners Meeting **Tuesday, November 26, 2024, 19:00 via Zoom**

Annual Holiday Party, **Tuesday, December 3, 2024 at 17:30 located at Station 71.**

**Adjourn:** The regular meeting was adjourned by common consent at 4:45 p.m.

**ATTEST:**

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary