

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**January 8, 2025**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

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

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

**Approval of agenda:** Chief Gillard removed the need for an executive session. DC Anderson commented that informational items 6 and 7 are for the month of November, not December.

Commissioner Ellingson moved to approve the 01/08/2025 amended agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 01/08/2025 amended agenda. Passed.

**Public Comment:** None in attendance.

**Executive Session:** None Requested

**Action Items:**

**1. Annual Organization Meeting**

- a. **Resolution 25-01 2025 Board Positions:** Commissioner Ingalls proposed that the 2025 board positions be as follows: Commissioner Milton will continue as Chairman, Commissioner Uberuaga will serve as Vice Chair, and Commissioner Whiteley will serve as Financial Officer. Commissioner Ingalls appoints Nichole Sawyers as continued Board Secretary and that Commissioner Milton, Uberuaga, Whiteley and Chief Gillard will be authorized to choose
- b. and sell investments for Kitsap County Fire District #18.

Commissioner Ellingson moved to adopt Resolution 25-01 2025 Board Positions based on the proposal above. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 25-01 2025 Board Positions based on the proposal above. Passed.

- c. **Resolution 25-02 Board Schedule:** AD Sawyers commented that October's 2025 Regular Meeting will be held the fifth week instead of the fourth due to the Washington Fire Commissioners Conference. December 2025 will only have one scheduled meeting.

Commissioner Uberuaga moved to adopt Resolution 25-02 2025 Board Schedule. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Resolution 25-02 2025 Board Schedule. Passed.

2. **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. December 11, 2024 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (December)

Commissioner Ellingson moved to approve the 01/08/2025 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 01/08/2025 Consent Agenda. Passed.

- 3. Commissioner Payroll (December):** Commissioner Ellingson discussed the commissioner payroll for the month of December. The total payroll amount was \$1,932.00.

Commissioner Ellingson moved to approve the December Commissioner Payroll in the amount of \$1,932.00. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the December Commissioner Payroll in the amount of \$1,932.00. Passed.

#### **4. Resolution 25-03 HRA Non-Represented Exempt Contributions**

Commissioner Uberuaga moved to adopt Resolution 25-03 HRA Non-Represented Exempt Contributions. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to to adopt Resolution 25-03 HRA Non-Represented Exempt Contributions. Passed.

#### **Discussion Items:**

- 1. Station 76:** Chief Gillard provided an update on the Station 76 project, explaining that a recent meeting with the project team had addressed several changes. We are actively engaged in a cost/benefit analyst of continuing the design/build process with TRICO or to withdraw from the agreement and transition to a design/bid/build process. Meetings were held with both TRICO and Hill International to discuss how to move forward as a team and get the project back on track. However, concerns about collaboration and progress were raised, as the project is nearly seven months behind schedule. There were significant concerns about how to move forward without incurring additional costs for the District. DC Anderson commented on the hope that the District and TRICO could find a way to move forward together. The team is still waiting for a final bid analysis for the civil portion of the project to be performed by a subcontractor as a method to mitigate cost increases.
- 2. Kitsap CARES Interlocal Agreement (ILA) Update:** Chief Gillard provided an update on the CARES Interlocal Agreement (ILA), which involves CKFR and SKFR. He explained that there have been changes made to the specifics of the agreement to allow for more flexibility in the management of the program. These changes include funding for the CARES Program Administrator and a clarification of the primary duties associated with the position. Chief Gillard expressed hope that the finalization of the updates could be completed by the next meeting. During the discussion, Commissioner Milton inquired about whether the District is responsible for paying for Knox boxes. In response, DC Anderson stated that he would look into the cost of Knox boxes. While he expressed concerns regarding both the liability and the costs associated with them, he also mentioned that he would explore whether there is a way for the District to support this initiative.
- 3. City of Poulsbo Comprehensive Plan-Impact Fees:** Chief Gillard provided an update regarding impact fees and the City of Poulsbo, noting that they are currently waiting for the approval of the comprehensive plan through the City. An environmental impact statement has already been completed. To support the process, Chief Gillard wrote a narrative that explains how growth in the area affects service levels. He will be speaking with planning committees from both the City and the County, as well as with the county commissioners, to continue advancing these discussions. Additionally, there has been some movement on the topic of Tax Increment Financing (TIF), with an emphasis on the need for emergency services to be involved prior to the development process. There is growing concern over the financial impact of tax-exempt multi-living dwellings, as they could place additional strain on emergency services without contributing to tax revenue. Chief Gillard and others are continuing to work through these issues.

## Informational Items:

- 1. St. Michaels Medical Center (SMMC):** Chief Gillard provided an update to the Board on the current status of the St. Michael Medical Center and the ongoing efforts of the EMS task force. He reported that the metrics related to wait times in the Emergency Department (ED) are not improving. However, he noted that new nurses are expected to begin this month, which should help alleviate some of the staffing constraints. Despite this, there continue to be significant boarding issues, challenges with the homeless community, and ongoing concerns regarding staffing availability. Chief Gillard expressed hope that there would be progress in adding some freestanding emergency departments to help address these challenges. In response, Commissioner Milton commented that it would be beneficial if the Department of Defense (DoD) would reopen the naval hospital, which could provide additional capacity for the region. Chief Gillard shared that there have been efforts to engage with the DoD on this matter, but there has been no movement or progress on the issue thus far.
- 2. Staffing/Hiring:** AD Sawyers provided a brief update on the current hiring status within the District. Recruitment has been opened for both Lateral Firefighter/EMTs and Lateral Firefighter/Paramedics, with the application period closing on January 31, 2025. Additionally, Firefighter/Paramedic Sytsma is currently finishing up work hardening and is expected to return to shift at the end of January. In other staffing news, Victoria has accepted an offer to join the District as a full-time Community Support Specialist. Julie Rogers has also accepted the position of CARES Program Administrator. These recent hires are expected to help support and strengthen the District's operations moving forward.
- 3. Facilities:** DC Anderson provided an update on the normal maintenance being conducted by Facilities Manager (FM) Pickard. Commissioner Milton inquired about Darkhorse, to which DC Anderson responded that it is moderately intuitive. The system will use historical data to assist in decision-making, with color coding features designed to make the information easier to read. He also noted that the data indicates the current placement of the District's stations is strategically sound. Commissioner Milton asked if the system provides any data insights for the eastside of the District, and DC Anderson confirmed that it does. Commissioner Uberuaga then asked if the system takes into account other districts and how their station locations might affect service levels. DC Anderson explained that Darkhorse allows the District to adjust metrics for all fire districts within the county, enabling a broader understanding of how neighboring locations may influence overall service delivery.
- 4. Apparatus:** DC Anderson provided an update on the status of the vehicles, mentioning that they are still waiting for the vinyls to be applied on the new command vehicle. Engine 111 repairs are expected to be finished by the end of this week. DC Anderson also gave a detailed report on the failure of Engine 111; the root failure was found. Additionally, he highlighted that the District has made payment of \$1.5 million for the ladder truck.
- 5. Financial Report (November):** FD Strzalka reported that the November financials were in good standing and that they included the cash investment and debt balances. She mentioned that these details will be included in future packets for the Board's review. Commissioner Milton inquired about future investments, and FD Strzalka explained that she has not yet delved deeply into the details. However, she expressed her intention to explore budgeting for projections, including analyzing both the pros and cons and considering "what-if" scenarios for future investments. When asked by Commissioner Milton how the changes with the rechassis would affect costs, DC Anderson explained that there will be an increased cost due to the added safety features of the box. Additionally, the District will be purchasing new apparatus, which will result in a higher overall cost.
- 6. Operations Report (November):** DC Anderson provided the operational report, noting that the District responded to 333 calls in November 2023 and responded to 380 calls in November 2024, including 25 CARES calls. He mentioned that the mutual aid numbers are not yet available. Regarding response times, DC Anderson reported that for all districts in the county, Poulsbo Fire's average time from dispatch to arrival is 6 minutes and

36 seconds, with the District ranking first in this category. Additionally, Poulsbo Fire's average turnout time, which is the time from dispatch to leaving the station, is 55 seconds. This puts the District in second place, just behind CKFR, which has an average turnout time of 54 seconds.

- 7. Overtime Report (November):** DC Anderson discussed the November overtime report stating that the district expended \$46,765.00. At the end of November, the District had spent 74 percent of the total overtime budget.

**Commissioner and Staff Comments:**

**Commissioner Uberuaga:** Thought it was heartwarming for the department to celebrate Chief Russell's departure and appreciated being a part of it.

**Commissioner Ellingson:** Re-elected as chair for Kitsap 911 Board of Directors. State Fire Marshalls office of California has requested 200 firefighters from WA to assist with the fires in Los Angeles. Discussion of removing the state fire marshal out of the State Patrol office, however there was not support for that change.

**Commissioner Ingalls:** This will be the last in-person meeting for awhile - will be heading south and will be attending meetings virtually. Will be back the end of March.

**DC Anderson:** Commented that Lt. Pratt has accepted the position of the CARES firefighter and will be supporting the CARES program in a fulltime capacity.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, January 22, 2025 at 16:00**

Kitsap County Fire Commissioner Meeting, **Tuesday, January 28, 2025 19:00 via Zoom™**

**Adjourn:** The regular meeting was adjourned by common consent at 5:18 p.m.

**ATTEST:**

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary