

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**January 22, 2025**  
**Poulsbo Fire Department**  
**Poulsbo, WA**

**REPRESENTATIVES IN ATTENDANCE:**

David Ellingson	Commissioner	Jim Ingalls	Commissioner (Excused)
Jeff Uberuaga	Commissioner (Excused)	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:**

Commissioner Ellingson moved to approve the 01/22/2025 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 01/22/2025 agenda. Passed.

**Public Comment:** None in attendance.

**Executive Session:** None Requested

**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. January 08, 2025 Regular Meeting Minutes
  - b. Vouchers
  - c. Department Payroll (January)

Commissioner Whiteley moved to approve the 01/22/2025 Consent Agenda. Commissioner Ellingson seconded. Comment: Commissioner Ellingson asked about the \$92,000.00 to Cummins. DC Anderson stated that was the cost to repair the Engine. Motion was carried with a unanimous vote to approve the 01/22/2025 Consent Agenda. Passed.

2. **Commissioner Payroll (January):** Commissioner Whiteley discussed the commissioner payroll for the month of January. The total payroll amount was \$2,254.00.

Commissioner Whiteley moved to approve the January Commissioner Payroll in the amount of \$2,254.00. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the January Commissioner Payroll in the amount of \$2,254.00. Passed.

**Discussion Items:**

1. **Station 76:** Chief Gillard provided an update on the Station 76 project. The City of Poulsbo has approved the clearing and grading permits. TRICO is working to identify a subcontractor to move forward with Station 76. TRICO has also identified several cost savings amendments, hoping to save the District over \$70,000.00. The plan is to sign a new Guaranteed Maximum Price (GMP) which should be around \$6.5 million.

Commissioner Ellingson moved to authorize Chief Gillard to sign an updated contract updating the Guaranteed Maximum Price (GMP) for Station 76 not to exceed 6.6 million dollars. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign an updated contract updating the Guaranteed Maximum Price (GMP) for Station 76 not to exceed 6.6 million dollars. Passed.

- 2. Kitsap CARES Interlocal Agreement (ILA) Update:** Chief Gillard provided an update to the CARES Interlocal Agreement (ILA), which involves Central Kitsap Fire & Rescue (CKFR) and South Kitsap Fire & Rescue (SKFR). DC Anderson and Program Administrator Julie Rogers worked together to update the ILA.

Commissioner Ellingson moved to authorize Chief Gillard to sign the Kitsap CARES Interlocal Agreement as presented. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the Kitsap CARES Interlocal Agreement as presented. Passed.

- 3. Uniformed Health Reimbursement Arrangement (HRA) Memorandum of Understanding (MOU):** AD Sawyers stated that the MOU has not been finalized and will add it to the next meeting agenda.

#### **Informational Items:**

- 1. St. Michaels Medical Center (SMMC):** Chief Gillard provided an update to the Board on the current status of St. Michael Medical Center and the ongoing efforts of the Emergency Medical Services (EMS) task force. He reported that the metrics related to wait times in the Emergency Department (ED) are still not improving. SMMC has onboarded new nursing staff and hopes to see a reduction soon in wait times. Interviews are being conducted for the nurse practitioner position for the CARES integrated mobile health program. Commissioner Milton asked about ownership of care between the hospital and the department. Chief Gillard commented that transfer of care begins within 250 yards of the hospital and that SMMC is obligated to provide medical care.
- 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 January 31, 2025. There has been a total of nine applicants, only six who are qualified. Additionally, Firefighter/Paramedic (FF/PM) Sytsma is expected to return to shift on Friday. Upon FF/PM Sytsma's return, we will not have any personnel out on injury leave.
- 3. Facilities:** DC Anderson updated the Board on the status of facilities. Facility Manager Pickard is currently preparing a bid for the upstairs design and architecture drawings to move forward with the Station 71 upstairs remodel project. The primary focus has been on building safety. Commissioner Milton asked about the hump in the road near south entrance. DC Anderson stated estimates are being put together with hopes to have a quote for the Board in the upcoming weeks.
- 4. Apparatus:** DC Anderson provided details pertaining the current fleet conditions. Engine 111 is down due to a turbo malfunction which was originally thought to be electrical, but after further review there appears to be some mineral deposits forming around the head gasket that will need to be repaired. The newest medic unit will be in service this week.
- 5. Emergency Management Assistance Compact (EMAC) Deployment:** Chief Gillard commented that the reimbursement projection for the crews that are currently deployed is about \$234,000.00. Poulsbo Fire is 1 of 50 units out on deployment. The District is also expected to receive about \$3,700.00 a day for the engine that was sent with the crews. The District will need to make investments for the future to allow for future deployments. Personnel who have been deployed are doing well. The District has received daily updates from Lt. Warter. They have been doing mostly overhaul and firewatch and are doing well. EMAC may be requesting an extension. In that event, the District will be swapping out personnel to provide the crew some relief.
- 6. Financial Report (Year-End, December):** FD Strzalka reported on the year end report. The District received more reimbursement from Ground Emergency Medical Transportation (GEMT) and CARES than expected. The District did great in both revenues and expenditures for 2024.
- 7. Overtime Report (Year-End, December):** DC Anderson discussed the overtime report for December with the monthly total calculated at \$16,049.52, after reimbursements. DC Anderson discussed the year end overtime

numbers. The total overtime cost was \$769,747.37 after reimbursements of \$242,105.55, left with a total expenditure of \$527,641.82 which came out to using 76% of the 2024 projected budget for overtime.

- 8. Operations Report (Year-End, December):** DC Anderson provided the operational report, noting that the District responded to 386 calls in December 2024 compared to 339 calls in December 2023, noting there were 32 CARES calls as well. DC Anderson mentioned that the mutual aid numbers are not yet available. 2024 year end total call volume increase was 16.79% compared to 2023. The total calls for 2024 was 4,689 compared to 4,015 in 2023. DC Anderson noted that these numbers come from Kitsap 911 metrics, not ESO reporting data. Commissioner Whiteley asked what is the “green slip” tab is in the operations report. DC Anderson was not positive, and would provide an answer by next meeting to inquire as to what the green slip is referring to in the Kitsap 911 report. DC Anderson demonstrated the Darkhorse program to the board.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** February 6<sup>th</sup> is Legislative Day for the Washington Fire Commissioners Association (WFCA). Working on the Public Disclosure Commission report and made comments. Also commented that he attended a Kitsap 911 Director meeting held yesterday—there was some discussion on leadership with Kitsap 911. Region 9 will be in Grapeview, WA in April.

**Commissioner Whitley:** Noted he would not be available 2/2/2025 through 2/18/2025. Commissioner Ellingson will be covering as the financial officer.

**AD Sawyers:** Commissioner Milton and Commissioner Whiteley are up for election in November. April 5<sup>th</sup> is the WFCA Spring Series,—more information to come. AS Sawyers also discussed the training requirements for commissioners and ensuring they are up to date.

**Chief Gillard:** Commented that he will be presenting at the WFCA Spring Series on April 5, 2025 with Program Administrator, Julie Rogers and possibly on April 12, 2025.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, February 12, 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 5:15 p.m.

**ATTEST:**

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary