

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**February 12, 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)	Josh Warter	Lieutenant-Staff

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

**Approval of agenda:**

Commissioner Uberuaga moved to approve the 02/12/2025 agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 02/12/2025 agenda. Passed.

**Public Comment:** None in attendance.

**Discussion Item:**

- 1. Emergency Management Assistance Compact (EMAC) Deployment:** Lieutenant Warter gave a presentation covering the recent deployment of four of our team members to the Palisades Fires in Los Angeles, CA. Commissioner Milton expressed his gratitude and appreciation for the efforts of the deployed team.

**Executive Session:** At 4:37 PM, Commissioner Milton called for a 10-minute executive session in accordance with RCW 42.30.140 to discuss collective bargaining issues and negotiations, set to end at 4:47 PM. At 4:47 PM, Commissioner Milton returned to regular session and requested a 10-minute extension, with the regular session set to reconvene at 4:57 PM. At 4:57 PM, Commissioner Milton concluded the executive session and resumed the regular session. No action was taken.

**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 22, 2025 Regular Meeting Minutes
  - b. Vouchers

Commissioner Ellingson moved to approve the 02/12/2025 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 02/12/2025 Consent Agenda. Passed.

**Discussion Items:**

- 2. Station 76:** Chief Gillard provided an update on the Station 76 project, noting that a groundbreaking event was held this past Tuesday with both the commissioners and mayor in attendance. Work officially began today, and the project will focus on mass excavation over the next three weeks. Timeline for completion is October 13. Review of the station plans meeting with staff is scheduled for February 18.

- 3. Capital Improvement Plan (CIP) & Strategic Advisory Board (SAB) 2025:** Chief Gillard discussed the current plans for facility upgrades and new projects, sharing a spreadsheet that outlines upcoming initiatives. He also addressed the proposed projects, which would be dependent on whether a bond is secured in the coming years. Some of these include the Station 72 remodel, a new fleet and facilities building, and updates to the Station 77 apparatus bay over the next four years.

Commissioner Milton inquired about alternatives to building an external fleet/facilities and suggested exploring other fire districts for potential solutions. Commissioner Uberuaga also recommended looking into the future of stations and considering other properties. Commissioner Ingalls emphasized the importance of having more accurate numbers moving forward. Chief Gillard requested approval to proceed with obtaining consultant services to perform a cost analysis and feasibility for the proposed projects.

Commissioner Ellingson moved to authorize Chief Gillard to move forward to obtain request for qualifications for architectural and engineering services for the projects that were identified in the capital improvement plan. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to move forward to obtain request for qualifications for architectural and engineering services for the projects that were identified in the capital improvement plan.

- 4. Exempt Staff Contracts and Leave Carry-Over:** Chief Gillard noted that several employees carried over more vacation leave than their contracted amount. This led to an investigation in which the District identifies gaps in administrative procedures related to leave use and availability of leave balances. Chief Gillard proposed implementing clearer internal policies to prevent this from happening in the future and suggested that those affected should be allowed to retain the excess leave.

Commissioner Uberuaga moved to authorize Chief Gillard to approve the 2024 leave carryover for the affected employees, with the condition of implementing internal controls to reduce leave carry-over issues in the future. Commissioner Ellingson seconded. The motion was carried with a unanimous vote to authorize Chief Gillard to approve the 2024 leave carryover for the affected employees, with the condition of implementing internal controls to reduce leave carry-over issues in the future.

- 5. Highway 3-Washington State Department of Transportation Warning Signal System:** Chief Gillard is hoping to move forward with the installation of the warning signal system at State Route 3, Mile Post 54.76 and Mile Post 57.46. The estimated cost was within the approved range at \$46,119.91.

Commissioner Uberuaga moved to authorize Chief Gillard to enter into an agreement with Washington State Department of Transportation for the installation of the warning signal system as described above. Commissioner Ellingson seconded the motion. The motion was carried with a unanimous vote to authorize Chief Gillard to enter into an agreement with Washington State Department of Transportation for the installation of the warning signal system as described above.

#### 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. January showed some improvements, but February has seen a decline in statistics. Recruitment efforts are still underway for an advanced provider for the medicine program. The freestanding clinic in Bremerton is set to open in March, with plans to work on opening another one in Port Orchard in the near future.
- 2. Staffing/Hiring:** AD Sawyers provided a brief update on the current hiring status within the District. Interviews for the lateral applicants will be held tomorrow. There were a total of 16 qualified applicants with nine being invited to in-person interviews. The District currently has two employees out on injury leave due to on-the-job injuries.

3. **Facilities:** DC Anderson reported that Facility Manager (FM) Pickard is still working on obtaining bids for the upstairs remodel, which includes architecture and engineering work. Currently, the District is addressing an abandoned vehicle issue and updating signage in our parking lots. Station 73 has been had some minor repairs, and FM Pickard plans to explore better ways to utilize the station for storage. DC Anderson also thanked Lt. Cribbs and Capt. Ramey for their work on the boathouse. Chief Gillard discussed the grading issue at Station 71. The District estimates the cost to regrade the apron at Station 71 would cost around \$55,000.00. Chief Gillard would like to know from the Board if they would like the District to move forward with a request for proposal (RFP).

Commissioner Uberuaga moved to authorize Chief Gillard to solicit bids to fix the Station 71 grading issue. Commissioner Ellingson seconded. The motion was carried with a unanimous vote authorizing Chief Gillard to solicit bids to fix the Station 71 grading issue.

4. **Apparatus:** DC Anderson provided an update on the current status of the fleet. There have been some issues with the Airflow and Spartan designs, but Engine 112 is expected to be back in service soon. All medic units are currently back in operation. Commissioner Uberuaga asked if there were any issues with the engines sent to the Palisades. DC Anderson explained that there were some minor issues with the engine, but they have been resolved and the engine is back in service. Fleet Technician Bartholomew will be traveling to Florida for specialized E-One training related to the system for the ladder truck. Additionally, the department is evaluating fuel consumption across vehicles, implementing fuel cards, and tracking mileage accurately. There are also discussions about exploring alternative fuel delivery options to help reduce costs.
5. **Health Reimbursement Account (HRA) Distribution Memorandum of Understanding (MOU):** This will be moved to the next regular meeting.

#### **Commissioner and Staff Comments:**

**Commissioner Ellingson:** Attended legislation meeting last week—commented that it was well attended. Commissioner Ellingson also commented that he will be testifying on House Bill 1042.

**Commissioner Uberuaga:** Appreciated the presentation from Lt. Warter.

**Commissioner Whiteley:** Sorry to have missed the groundbreaking ceremony.

**DC Anderson:** Commented from last meeting on the green tab from the operations report. DC Anderson also attended the Kitsap County operations meeting which discussed the newly anticipated radio system that will be implemented.

**FD Strzalka:** Commented that the District is still waiting on the EMAC deployment information regarding the billing reimbursement.

**Chief Gillard:** Appreciates the Board moving forward with the initiatives. Chief Gillard will be testifying on House Bill 1809 later this week.

**Public Comment:** No public present.

#### **Good of the order:**

Next Regular Meeting **Wednesday, February 26, 2025 at 16:00**  
Kitsap County Fire Commissioners Meeting, **Tuesday, February 25, 2025 19:00 via Zoom™**  
WFCA Spring Conference Series, **Saturday, April 5, 2025 Clearwater Resort**  
WFCA Region 9 Conference, **Saturday, April 12, 2025**

**Adjourn:** The regular meeting was adjourned by common consent at 5:55 p.m.

#### **ATTEST:**

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary