

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 26, 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:

Commissioner Uberuaga moved to approve the 02/26/2025 agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 02/26/2025 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. February 12, 2025 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (February 2025)

Commissioner Whiteley moved to approve the 02/26/2025 Consent Agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 02/26/2025 Consent Agenda. Passed.

2. **Commissioner Payroll (February 2025):** Commissioner Whiteley discussed the February 2025 Commissioner Payroll totaling \$3,864.00.

Commissioner Whiteley moved to approve the February 2025 Commissioner Payroll in the amount of \$3,864.00. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the February 2025 Commissioner Payroll in the amount of \$3,864.00. Passed.

3. **Health Reimbursement Arrangement (HRA) Cashout Memorandum of Understanding (MOU):** AD Sawyers mentioned that the attached Memorandum of Understanding (MOU) pertains to the uniformed bargaining unit. It also highlights the need for a direct process to address sick leave cashouts, particularly concerning the rewrite of Health Reimbursement Arrangements. Under IRS regulations and the rules governing HRA carriers, it's important to establish a clear and compliant procedure for handling sick leave cashouts.

Commissioner Ellingson moved to authorize Chief Gillard to sign the MOU regarding the Health Reimbursement Arrangement (HRA) Cashout. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the MOU regarding the Health Reimbursement Arrangement (HRA) Cashout. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard provided an update on the Station 76 project. Mass excavation of the property has been completed. The next portion of excavation will cover the westside of the driveway, proceeding toward Viking Avenue. TRICO and Hill International will be putting together training to help local contractors understand how the design build process works. One concern is that the property line has encroached into the neighboring residence. The District is working on a plan to help the neighbor to address any concerns.
- 2. Capital Improvement Plan (CIP) & Strategic Advisory Board (SAB) 2025:** The current schedule for the annual SAB is set for June 2025. However, Chief Gillard has proposed moving the 2025 SAB to September 2025 in order to allow for more time to plan and conduct a thorough cost analysis of capital improvement needs in the District. The Board had no concerns with the change.
- 3. Request for Qualifications (RFQ)-Architecture and Engineering Services:** A Request for Qualifications (RFQ) was drafted in collaboration with AD Sawyers and Facility Manager Pickard to solicit qualifications for architectural and engineering services utilizing the MRSC consulting roster. The board was asked if they had any additional feedback regarding the motion to approve the request for architectural and engineering.

Commissioner Ellingson moved to approve the grading criteria for the RFQ regarding architecture and engineering services. Commissioner Ingalls seconded. Comment: Commissioner Whiteley proposed that work completed locally or in Kitsap County be considered. Motion was carried with a unanimous vote to approve the grading criteria as proposed for the RFQ regarding architecture and engineering services. Passed.

Informational Items:

- 1. Kitsap Emergency Medical Services (EMS) and Healthcare Status Update:** Chief Gillard provided an update on several developments. The Alliance for Equitable Healthcare, which is advocating for the creation of a healthcare district in Kitsap County, has suggested meeting with the Kitsap County Commissioners. Tomorrow, there will be a meeting with leadership from the local naval bases to discuss the naval hospital, with the hope of gaining support to reopen the naval hospital and alleviate the community's extremely long wait times. Additionally, next week, the new Bremerton freestanding emergency department (ED) will open, aiming to help reduce the ED wait times at St. Michaels Medical Center.
- 2. Leave Procedures and HRA Distribution Update**

Chief Gillard approved the carryover of personal leave and identified some issues with the current practice and HRA distributions. Work is currently underway on an MOU with the bargaining unit to modify how the HRA is being distributed, with the goal of having a finalized draft in the next few weeks. AD Sawyers also discussed a leave carryover policy that is in the process of being drafted.
- 3. Specialty Assignment Update:** DC Anderson discussed the specialty assignments, outlining the qualifications and selection standards for various programs, including rescue swimmer teams, marine pilots, peer support, and wildland. A procedure has been established, along with a quality assurance system to track productivity within these programs.
- 4. Staffing/Hiring:** AD Sawyers provided a brief update on the current hiring status within the District. Final interviews for lateral applicants were completed, and one conditional job offer has been made and accepted. Additionally, the District has decided to extend a conditional offer of employment to an applicant whose application was previously placed on hold due to military deployment. The department is handling this applicant in accordance with Uniformed Services Employment and Reemployment Rights Act (USERRA) provisions. If the applicant successfully meets all conditional offer testing requirements, they are expected to start in June for the summer Emergency Medical Technician (EMT) program. The District also currently has two employees out on job-related injury leave.

5. **Facilities:** DC Anderson reported that Facility Manager (FM) Pickard is working on security lights and preparing to obtain bids for the upstairs remodel, which will include architectural and engineering work. The signed Department of Transportation contract for traffic signal signs is also in place. Additionally, Battalion Chief (BC) Zeigler is exploring options for regrading the parking lot.
6. **Apparatus:** DC Anderson provided a brief update on the current status of the District's apparatus, including the return of Pumper 112 to service. Fleet Technician Bartholomew has also returned from training in Florida.
7. **Financial Report (January):** FD Strzalka discussed the current financial report, reviewing the treasurer's report included in the board packets. She noted that the actual cash balances were not included previously and provided an explanation of the current balances for transparency.
8. **Overtime Report (January):** DC Anderson provided an update on the overtime report for January, noting that the total overtime for the month was \$106,000.00. This large amount is primarily due to the Emergency Management Assistance Compact (EMAC) deployment, with \$72,118.02 attributed to EMAC overtime. Approximately \$36,000.00 was related to training and staffing. Additional reimbursements from CARES are expected, and the overtime costs currently represent 13% of the projected budget.
9. **Operations Report (January):** DC Anderson reported an overall 10 percent reduction in call volume for Kitsap County in January. Poulsbo ran 343 calls, compared to 486 calls in January of the previous year. The District received mutual aid on 26 calls and provided mutual aid on 34 calls.

Commissioner and Staff Comments:

Commissioner Ingalls: He expressed his condolences to Commissioner Whiteley for the recent loss in his family.

FD Strzalka: Commented that she would be in training next week for finance director training in local government.

Chief Gillard: He expressed condolences to South Kitsap Fire and Rescue for the loss of beloved retired firefighter Lieutenant Loyd McCallister.

Public Comment: No public present.

Good of the order:

Next Regular Meeting Wednesday, March 12, 2025 at 16:00

Kitsap County Fire Commissioners Meeting, Tuesday, March 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 5:01 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary