

**Kitsap County Fire District #18**  
**Board of Commissioners Meeting Minutes**  
**April 9, 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)	Kevin Vay	Captain

**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 04/09/2025 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 04/09/2025 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. March 26, 2025 Regular Meeting Minutes
  - b. Vouchers

Commissioner Ellingson moved to approve the 04/09/2025 Consent Agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 04/09/2025 Consent Agenda. Passed.

2. **Policy 2103 Leave Carryover:** AD Sawyers reviewed the Policy and Procedure regarding the process for allowing employees to carry over leave beyond their contracted limits.

Commissioner Uberuaga moved to adopt Policy 2103 Leave Carryover. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 2103 Leave Carryover. Passed.

3. **Medic Unit Purchase:** Chief Gillard discussed the potential future procurement of a medic unit, estimating the total cost to be approximately \$411,000 including tax. He recommended continuing with the diesel Ford F-450 and proposed moving forward with the Lifeline model through the collective purchasing agreement. Commissioner Ellingson expressed concerns regarding the use of diesel versus gasoline engines and inquired whether any research had been conducted comparing the two. Chief Gillard confirmed that the fleet group had performed research and identified some concerns with torque performance in gasoline engines. Based on these findings, the committee recommended the diesel option, which the Chief supports. Commissioner Uberuaga also voiced concerns, noting that previous diesel vehicles have not delivered the expected longevity and have incurred higher maintenance and fuel costs. He emphasized the need to give greater consideration to gasoline alternatives and requested to review the research that informed the recommendation. Additionally, he asked that the fleet manager provide an explanation of the differences in longevity, maintenance, and overall cost before any final decision is made.

## Discussion Items:

1. **Station 76:** Chief Gillard provided an update on the progress of Station 76, noting that the project remains on schedule. A site walk-through was recently completed, and footing forms are in place, with footings scheduled to be poured on Monday. All stormwater infrastructure has been installed, and utility work is currently underway. Additionally, the District is actively working on furniture, fixtures, and equipment (FF&E) items. The station committee is preparing for upcoming purchases and is currently exploring storage solutions. Chief Gillard also presented a draft FF&E list that the committee will use to begin obtaining quotes and finalizing item selections.
2. **Architecture and Engineering RFQ:** Chief Gillard stated that he will be meeting with COATES Design to begin contract negotiations.
3. **Staffing/Hiring:** AD Sawyers provided an update on the current hiring and staffing status. Official offers have been extended to two applicants. Timothy Quitslund, a lateral hire from Bainbridge Island, is scheduled to begin on May 19, 2025. The second applicant, Derek Broussard, is originally from the local area. He will attend both EMT school and the fire academy, with a start date to be determined. Chief Gillard also addressed additional staffing considerations. There are early indications of potential departures and retirements, although no formal notifications have been received. As a result, the District will likely need to begin the search for a firefighter/paramedic in the near future. Commissioner Uberuaga inquired about possible incentives to help attract more paramedics, such as tuition assistance for paramedic school, moving stipends, or conducting outreach to current paramedics for feedback. Chief Gillard noted that transitioning to a four-platoon schedule could make the department more attractive to prospective hires and stated that additional options are being explored. Captain Vay added that many other departments operate on alternative schedules, which could be considered as part of future staffing strategies. The department is also exploring the possibility of adjusting wages mid-contract or offering other forms of compensation to remain competitive. It was noted that signing bonuses have not appeared to be a significant factor in why individuals leave other departments.

## Informational Items:

1. **Kitsap Emergency Medical Services (EMS) and Healthcare Status Update:** Chief Gillard shared the latest Emergency Department (ED) metrics, noting an improvement in wait times during the month of March. He attributed this progress to more stable staffing levels and support from Bremerton ED, which has helped reduce some of the wait times at St. Michael Medical Center (SMMC). The ED is currently receiving approximately 2–3 transports per day. Additional information is needed regarding patients who are transferred multiple times, as reports indicate that around 60 such transfers are occurring daily. Chief Gillard also noted that Kitsap County Mental Health recently conducted outreach efforts to assess community needs for a crisis center. Their goal is to better understand the demand for both urgent and emergency mental health care services within the community. Additionally, Program Manager A. Rogers and Chief Gillard presented at last weekend's DPRON seminar and are scheduled to present again this coming weekend.
2. **Facilities:** Chief Gillard stated bids for the Station 71 South Parking Lot should be collected by early next week. Facility Manager Pickard has been identifying fall protection needs for the District ensuring we meet Labor and Industries expectations. DC Anderson commented that the boathouse has been officially completed.
3. **Apparatus:** Chief Gillard reported that Battalion 71 is nearing completion and should be ready to be placed into service in the near future. The District is also in the process of acquiring an additional staff vehicle for training purposes. Planning is underway to expand the fleet, particularly in light of the extended lead times required for the procurement of a new engine. Additionally, the marine unit has been rebranded as Marine 75 and is expected to be deployed to the water next month. Commissioner Milton inquired about the potential purchase of a new marine unit. Deputy Chief Anderson responded that marine vessels are a significant expense, and any future replacement would be considered based on recommendations from the fleet management team.

**Commissioner and Staff Comments:**

**Commissioner Ellingson:** Commissioner Ellingson asked if there has been a correction in spelling to his name at the boathouse.

**Commissioner Ingalls:** Happy to be back in-person.

**DC Anderson:** There was a discussion regarding the impact of technology on call volumes, including both positive and negative effects. One example highlighted was the increase in false alarms triggered by automated systems. While advancements in technology can improve safety and early detection, they may also lead to a rise in non-emergency responses, which can affect resource allocation and response efficiency.

**FD Strzalka:** An update was provided on the GEMT program. It was shared that some recent audits have been completed, resulting in an adjusted settlement estimate. The District is now expected to receive a slightly higher reimbursement amount. A full presentation on the updated figures will be provided soon.

**Chief Gillard:** The CARES Team is continuing their outstanding work, recently following up on a call from Bainbridge Island. During the follow-up, they discovered a woman who had been on her bathroom floor for over a day. Fortunately, this was a follow-up to a previous program call, allowing the team to intervene just in time. This is a powerful example of the life-saving impact and value of the CARES Program.

**Public Comment:** No public present.

**Good of the order:**

Next Regular Meeting **Wednesday, April 23, 2025 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, April 22, 2025 19:00 via Zoom™**

WFCA Region 9 Conference, **Saturday, April 12, 2025 at 08:00**

Recognition Ceremony, **Saturday, May 3, 2025 at 15:00**

**Adjourn:** The regular meeting was adjourned by common consent at 5:22 p.m.

**ATTEST:**

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary