

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 23, 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)	Bruce Lowrie	Lieutenant
Brett Annear	Fleet Manager	Mark Bartholomew	Fleet Technician

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 04/23/2025 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard requested to remove informational item #2 regarding facilities and #3 apparatus as they will be covered earlier in the agenda and add the topics of March financial, overtime and operations report. Motion was carried with a unanimous vote to approve the amended 04/23/2025 agenda. Passed.

Public Comment: None in attendance.

Executive Session: At 4:01 p.m. Commissioner Milton requested a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee to be conducted at the end of the regular meeting.

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. April 9, 2025 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (April)

Commissioner Whiteley moved to approve the 04/23/2025 Consent Agenda. Commissioner Uberuaga seconded. Discussion: Commissioner Ellingson asked about a large payment to Puget Sound Energy. Motion was carried with a unanimous vote to approve the 04/23/2025 Consent Agenda. Passed.

2. **Commissioner Payroll:** Commissioner Whiteley discussed the April payroll for commissioners totaling \$3,220.00 with a total of 20 meetings.

Commissioner Whiteley moved to approve the April 2025 Commissioner Payroll in the amount of \$3,220.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the April 2025 Commissioner Payroll in the amount of \$3,220.00. Passed.

3. **Medic Unit Purchase:** Chief Gillard continued discussion from the previous meeting regarding the purchase of a new medic unit. Fleet Manager Annear, Fleet Technician Bartholomew, and Lieutenant Lowrie provided insight into the decision-making process for the selected apparatus. The discussion focused on the choice between gasoline vs. diesel apparatus. The Fleet Division recommended the District continue purchasing diesel units, citing minimal difference in overall cost, improved long-term cost efficiency, and greater vehicle longevity. Commissioners Ellingson and Commissioner Uberuaga asked questions about the long-term strategy for fleet management and how future purchases will align with the District's operational needs and sustainability goals.

Commissioner Ingalls moved to authorize Chief Gillard to purchase a new Lifeline Medic Unit for the amount not to exceed \$413,000.00. Commissioner Whitely seconded. Motion was carried with a three yea and two nay vote to authorize Chief Gillard to purchase a new Lifeline Medic Unit for the amount not to exceed \$413,000.00. Passed.

- 4. Station 71 South Entrance Request for Quotes:** Chief Gillard discussed the quotes received for the Station 71 South Entrance Project. There were a total of four responsive bidders. The lowest bid came in at \$43,000.00, pretax, by Agate Asphalt.

Commissioner Uberuaga moved to award the Station 71 South Entrance Project bid to New Line Services Inc, doing business as Agate Asphalt, in the amount of \$43,000.00, not including sales tax. Commissioner Ingalls seconded. A discussion occurred after Commissioner Milton questioned how the entrance is wearing on the vehicles. Motion was carried with a unanimous vote to award the Station 71 South Entrance Project bid to New Line Services Inc, doing business as Agate Asphalt, in the amount of \$43,000.00, not including sales tax. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard provided an update on the progress of Station 76, reporting that the project remains on schedule. The stem walls are scheduled to be poured next week, with the slab pour anticipated for late May. Building erection is expected to begin in early June. The District is also working on obtaining items it is responsible for, such as warning signals and the exhaust system, and is currently in the process of gathering actual cost estimates for these components. A discussion regarding the overall project budget will take place in the near future.
- 2. Architecture and Engineering Request for Qualifications (RFQ):** Chief Gillard stated there was a meeting held last week with the COATES design team to start initial contract conversations. Chief Gillard hopes to have a contract to review at the next meeting.
- 3. Staffing/Hiring:** AD Sawyers provided an update on the current hiring and staffing status. The two candidates with official offers of employment are still set to start. The District will be holding interviews next week for a firefighter/paramedic position in preparation for attrition. Seasonal Groundskeeper interviews are ongoing, there will be a conditional offer of employment offered this week. Fleet Manager Annear has given indication that he will be retiring in the first quarter of 2026. The District currently has one employee who is on light duty.

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 also provided an update on his participation in Alliance for Equitable Healthcare meetings, as well as other ongoing discussions related to regional healthcare access. The District is currently awaiting April data, which will reflect the impact of a newly opened ED and the upcoming opening of another MultiCare facility in East Bremerton. Chief Gillard will be preparing a presentation on these developments. Commissioner Ellingson noted that during the Kitsap County Commissioners meeting held the previous day, concerns were raised about the need for a better understanding of the financial impacts of healthcare initiatives concerning the potential of a formation of a Health District. Commissioner Milton emphasized the importance of placing greater focus on expanding mental health facilities in the region.
- 2. Financial Report (March):** FD Strzalka stated taxes are starting to come in and we are on track with the 2025 budget.
- 3. Operations Report (March):** DC Anderson reported that the District responded to 335 calls in March 2024, including 22 in-district CARES calls and 11 out-of-district CARES calls. For comparison, the District responded to 334 total calls in March 2024. Mutual aid was provided on 25 occasions and received on 23 occasions during the month. DC Anderson also took a moment to commend Paramedic Fowler, who recently received his paramedic certification and is now effectively running calls in the field.

4. **Overtime Report (March):** DC Anderson reported that the District spent \$30,000 in overtime during the month of March. Of that amount, the District received \$20,083 in reimbursements, offsetting a significant portion of the expense. Currently, the District has utilized 23% of its overtime budget for the year. DC Anderson also noted that staffing levels have been increased to 11 personnel per shift to help support coverage for larger upcoming events and ensure adequate staffing across the District.
5. **Recognition Ceremony:** AD Sawyers reminded the Board that the District will be having a recognition ceremony May 3, 2025 at 4:00 PM. Commissioner Uberuaga volunteered to issue the Oath of Service. Commissioner Ellingson will be recognized for 25 years of service.
6. **Vacation Accrual Memorandum of Understanding (MOU):** Chief Gillard provided an update on the development of a MOU regarding vacation accrual. He explained there was confusion surrounding the language in the current Collective Bargaining Agreement (CBA), specifically whether uniformed employees begin accruing leave from their date of hire or after completing one year of service. The purpose of the MOU is to clarify the District's intent—that leave accrual begins at the date of hire—and to ensure that all affected employees under the current contract are properly credited. Commissioner Milton also commended the Region 9 meeting, noting the valuable discussions concerning the CARES program and auditing practices.

Commissioner and Staff Comments:

Commissioner Milton: Congratulated Commissioner Whiteley on his retirement. Thanked the fleet group for their presentation and taking the time to look into the items requested by the Board. Commented that there is a Open House at Station 51 on May 17, 2025 for Central Kitsap Fire & Rescue.

Commissioner Ellingson: Commented on Region 9 Conference and that Roger Farris with the Washington Fire Commissioner Association (WFCA) will be retiring in 2028. The WFCA will be looking for another executive director. Commented that bringing the annual commissioner picnic back again.

Chief Gillard: Commented on 2026 scheduling, looking at a four platoon and will be presenting the Board with some of the proposed changes.

Public Comment: No public present.

Executive Session: At 5:14 p.m., Commissioner Milton called a 10-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee set to run until 5:24 p.m. At 5:24 p.m., Commissioner Milton closed the executive session and reopened the regular meeting. There was no action taken.

Good of the order:

Next Regular Meeting **Wednesday, May 14, 2025 at 16:00**

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

Recognition Ceremony, **Saturday, May 3, 2025 at 16:00**

Adjourn: The regular meeting was adjourned by common consent at 5:25 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary