Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
January 14, 2026
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)	Nichole Sawyers	Administrative Director (AD)
Amy Strzalka	Finance Director (FD)		

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

Approval of agenda: Chief Gillard would like to add the following to the agenda: Marine Unit Purchase and Gift Card Donation to action items.

Commissioner Ellingson moved to approve the 01/14/2026 agenda as amended. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 01/14/2026 agenda as amended. Passed.

Public Comment: None

Oath of Office: Commissioner Milton and Commissioner Whiteley

Executive Session: Chief Gillard requested a 5-minute executive session in accordance with RCW 42.30.110(1)(g) to review the performance of a public employee. Commissioner Milton commenced the executive session at 4:01 p.m., scheduled to conclude at 4:06 p.m. At 4:06 p.m., Commissioner Milton adjourned the executive session and reconvened the regular session. No actions were taken during the executive session.

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.** December 10, 2025 Regular Meeting Minutes
    - **b.** Vouchers
    - **c.** Department Payroll (December)

Commissioner Whiteley moved to approve the 1/14/2026 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 1/14/2026 Consent Agenda. Passed.

2. **Commissioner Payroll:** Commissioner Whiteley shared with the Board the totals for the December commissioner payroll, which totaled $2,415.00.

Commissioner Whiteley moved to authorize the December commissioner payroll in the amount of $2,415.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize the December commissioner payroll in the amount of $2,415.00. Passed.

3. **Resolution 26-01 Board Positions:** Commissioner Ingalls proposed that both he and Commissioner Ellingson step forward as Chair and Vice Chair for 2026. Commissioner Whiteley volunteered to continue as the 2026 Financial Officer, while Administrative Director Nichole Sawyers agreed to maintain her role as Board Secretary. It was agreed that Commissioner Jim Ingalls would serve as the 2026 Chair, Commissioner David Ellingson would assume the role of 2026 Vice Chair, Commissioner Whiteley would be the 2026 Board Financial Officer, and Administrative Director Nichole Sawyers would continue as the Board Secretary.

Commissioner Ellingson moved to adopt Resolution 26-01 Board Positions. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 26-01 Board Positions as discussed. Passed.

4. **Resolution 26-02 2026 Board Schedule:** The Board reviewed the 2026 Board Schedule with no additional comments.

Commissioner Milton moved to adopt Resolution 26-02 2026 Board Schedule. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 26-02 2026 Board Schedule as discussed. Passed.

5. **Resolution 26-03 HRA Non-Represented Cashout:** AD Sawyers stated the non-represented group voted that all cashouts listed in Resolution 26-03 be distributed to an HRA account for 2026.

Commissioner Milton moved to adopt Resolution 26-03 HRA Non-Represented Cashout. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Resolution 26-03 HRA Non-Represented Cashout as discussed. Passed.

6. **Station 71 Restroom Renovation Bid Packet Draft:** Chief Gillard notified the Board that the District is ready to move forward with the bidding process for the Station 71 upstairs restroom renovation. The bid packet that was provided has been reviewed by the District attorneys and will be seeking contractors starting next week.

Commissioner Uberuaga moved to authorize Chief Gillard to open the bid process for the Station 71 Upstairs Restroom Renovation. Commissioner Milton seconded. Discussion: Commissioner Ellingson commented that any major edits be discussed with the Chair prior to the bid process commencing. Motion was carried with a unanimous vote to authorize Chief Gillard to open the bid process for the Station 71 Upstairs Restroom Renovation. Passed.

7. **Marine Unit:** Chief Gillard updated the Board on the Marine Unit that was damaged a few months ago in a windstorm. The repair cost estimate from Enduris is about $42,138.66. The District can either repair the boat through insurance or receive funds and leave the boat as is. There's an option to surplus it and use the cash towards a larger boat purchase. Commissioner Ellingson suggests using both boats to allow better service coverage and recommends repairing the current boat via insurance. Discussions included obtaining a larger boat for personnel safety. Chief Gillard noted that maintaining three boats is not necessary. Commissioner Ellingson asked about funding options from the City of Poulsbo and Marina. Commissioner Ingalls highlighted the need for an upgraded vessel for year-round safety in Hood Canal. Commissioner Uberuaga inquired about repair costs. Chief Gillard mentioned the insurance company's collaboration with Safeboat. Chief Anderson will assess the boat's full value, as-is value, and general costs.

8. **Gift Card Donation:** AD Sawyers stated that there was $1000.00 in gift cards donated to the District to allow the shifts to buy dinner. Per policy, the Board needs to accept the donation.

Commissioner Uberuaga moved to accept the $1000.00 donation in gift cards and for it to be used for the purpose of purchasing shift dinners. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to accept the $1000.00 donation in gift cards and for it to be used for the purpose of purchasing shift dinners. Passed.

Discussion Items:

1. **Feasibility Study (Station 72, Station 71 Fleet Building):** Chief Gillard has no update at this time.

2. **Capital Bond Priorities:** Chief Gillard is seeking guidance regarding the District running a capital bond in the 2026 Primary Election. Based on previous discussions, Chief Gillard highlighted the District's plan to use the capital bond to pay off the commissioner bond, purchase a new engine and medic unit, and acquire a facility for fleet purposes, with the specific details yet to be determined. The Board concurred, and further discussions will take place in upcoming meetings to address the amount and wording of the bond.

3. **Impact Fees:** Chief Gillard recently presented to the Kitsap County Commissioners regarding impact fees. Chief Gillard highlighted the biggest concerns were why only two fire agencies were seeking to collect the impact fees. Chief Gillard will be presenting to the City of Poulsbo this week.

Informational Items:

1. **Staffing/Hiring:** AD Sawyers provided an update on staffing. There is a current recruitment for Firefighter/EMT and Firefighter/Paramedic, which closes 01/15/2026. The following employees have started 01/05/2026 with the department: Kristen Sweet as our new community support specialist, Jacob Smith as the new fleet technician, and Derek Broussard as our new entry-level firefighter/EMT.
2. **Facilities:** DC Anderson noted that Station 76 is completing the punch list and addressing a few issues. Commissioner Ingalls inquired about the ongoing generator repairs. Commissioner Milton asked about additional staffing for Station 76 and the possibility of having four fully staffed members. Chief Gillard stated that the District continuously assesses staffing levels to best serve the community within budget constraints.

3. **Apparatus:** DC Anderson reported that the survey on the marine unit the District was considering for purchase returned a valuation much lower than expected. The delivery of the ladder truck is pending, but there are some issues to be addressed. The shop truck was totaled, with an assessed value of $15,472.60.

4. **Financial Report**: FD Strzalka stated there was no significant financial news for November. Working on updating payroll and W2s which will be handed out at the next meeting.
5. **Overtime Report:** DC Anderson stated the District expended $63,666.38 in overtime and received about $2,600.00 in reimbursements. As of November, the District expended 100 percent of the projected overtime budget. Commissioner Whiteley asked what the 13th month is. FD Strzalka stated this is where invoices are still being paid out of 2025 budget, she also commented that though the overtime budget is over, the District spent under their bottom line budget. More discussion on this next meeting.
6. **Operations Report**: DC Anderson gave a quick report on operations. The District ran 372 calls in November compared to 380 calls in 2024. Mutal aid was given on 28 occasions and received on 21 occasions.

Commissioner and Staff Comments:
Commissioner Uberuaga: Thanked Commissioner Milton for his commitment to the Chair role in 2025. Also, thanked the staff and commissioners for their work at the board meetings and all the staff, including support such as fleet, CARES, admin, and the emergency response staff, for all their hard work.
Commissioner Milton: Happy New Year.
Commissioner Ellingson: Commented that the WFCA has selected a new executive director. Mentioned the File for Life and suggested it as a resource or tool that the firefighters can give out on calls for prevention. Commissioner Milton stated the Kitsap County Fire Commissioner's picnic will be 7/18/2026 at Island Lake. The Region 9 conference is scheduled for 4/11/2026 in Grapeview, WA.
Commissioner Ingalls: Thanked Commissioners Uberuaga and Milton for their work on the Board over the last year.
Commissioner Whiteley: Updated the Board on a new member of the family.
FD Strzalka: Commended the work DC Anderson and AD Sawyers have been doing with all the projects and getting the department in order with a new scheduling software.

Public Comment: No public comment.

Good of the order:
Next Regular Meeting **Wednesday, January 28, 2026 at 16:00**
Kitsap County Fire Commissioner Meeting, **Tuesday, January 27, 2026 at 19:00 via Zoom™**

Adjourn: The regular meeting was adjourned by common consent at 5:46 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary