

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 11, 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)

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

Approval of agenda: Chief Gillard requested to add Station 71 Restroom Remodel Project to Informational Items.

Commissioner Whiteley moved to approve the 02/11/2026 amended agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 02/11/2026 amended agenda. Passed.

Public Comment: None

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. January 28, 2026 Regular Meeting Minutes
 - b. Vouchers

Commissioner Whiteley moved to approve the 02/11/2026 Consent Agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 02/11/2026 Consent Agenda. Passed.

Discussion Items:

1. **Capital Bond Priorities:** Chief Gillard discussed with the commissioners the capital bond, including the resolution and engaging community groups; an agent and counsel need to be engaged. Chief Gillard shared a previously used resolution with similar language. The purpose of the bond is to secure funding for growth and capital investments, as current funds are insufficient without reducing service levels and operational funding. Priorities include paying off commissioner bond payments, new facilities, a new medic unit, a ladder truck, and retrofitting Station 72, as well as building a new fleet maintenance building. Commissioner Ellingson inquired about the direction for the fleet maintenance building, and Chief Gillard mentioned that preliminary plans and cost outlines have been received. Other options are being researched for cost-effectiveness. The bond would cover needs based on the 2024 Capital Facility and Improvement Plan. Questions were raised regarding the medic unit replacement plan and reducing the fleet to one tender instead of two. Discussions are ongoing about some apparatus. There was also a suggestion to consult with the local Tribe about building options or sharing resources. Leasing future medic units was considered but not feasible with bond funds. Chief Gillard is working on gaining support from Kitsap County to charge impact mitigation fees on new construction. Meetings have been attended with the City of Poulsbo, with a presentation planned for March or April. The rate study needs to be redone to follow the parks' model. Commissioners are encouraged to engage local elected officials to support funding and alleviate taxpayers' burden. Revenues could be about \$130-150k per year.

Commissioner Whiteley moved to authorize Chief Gillard to engage with Foster Garvey for Bond Counsel. Commissioner Milton seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to engage with Foster Garvey for Bond Counsel. Passed.

- 2. Resolution 26-04 Marine Vessel Purchase:** Chief Gillard reported on plans to replace Marine 75. An inspected vessel is in excellent condition and reasonably priced. Board confirmation is needed to decide on purchasing a used or new vessel, with a cost analysis forthcoming. Safety concerns about the current 20-year-old boat and call volume information for Hood Canal were discussed. DC Anderson emphasized the need for a 25-footer suitable for any weather. The use of the capital bond for this purchase was questioned. Chief Gillard indicated that the reviewed boat meets district needs affordably. A decision will be made at the next meeting. Additionally, a used trailer for unit 75 was purchased for approximately \$3,400 with tax. At this time, Resolution 26-04 has not been adopted as further discussion is needed whether the District will proceed with the purchase of a used vessel or not.

Informational Items:

- 1. Corrective Action Policy/Procedure:** AD Sawyers briefly updated the Board on updating the District's current policies pertaining to corrective action. Draft policies are to be shared with the Board in the upcoming meetings.
- 2. Saint Michael's Medical Center (SMMC) Emergency Department (ED) Wait Times:** Chief Gillard shared the metrics for December 2025 and January 2026. There has been no improvement with even the new tower opening. Chief Gillard has had a discussion with the Emergency Department Director and is working on solutions that include increasing nurse staffing, which seemed to be the largest reason for the wait times. Chief Gillard plans to meet with the hospital president to further explore solutions.
- 3. Staffing/Hiring:** AD Sawyers provided an update on staffing. The current firefighter recruitment brought in over 130 applications. The District interviewed 23 applicants, bringing in six for final chief interviews. The District plans on making a conditional offer of employment by next week. Justin White will be starting on Monday, February 16, 2026, and will be attending the fire academy. Fleet Manager Brett Annear's last day will be Friday 2/27/2026. He will be greatly missed.
- 4. Facilities:** Chief Gillard met with Facility Manager Pickard. Station 76 bay controls are being installed, and drainage at the back will need some adjustment. There are only minor tasks left, like countertop and cabinet installation. Closeout is still in progress. Traffic warning signs have been installed on Pioneer Road and Faulkner, but their functionality is uncertain. Facility Manager Pickard will help set up furniture in the CARES office and the Administrative Specialist office. Work is also ongoing around Station 71's apparatus bay.
- 5. Apparatus:** DC Anderson briefly commented on the new ladder truck and how the fleet staff has been working hard preparing and installing the new radio system.
- 6. Station 71 Upstairs Restroom Remodel Project:** DC Anderson stated the site walk that was conducted on February 2, 2026, yielded a large turnout and a lot of good questions. The District plans on issuing an addendum this week, with the final addendum being released no later than 2/16/2026. The bid period is scheduled to close on 2/23/2026 at 12:00 PM.

Commissioner and Staff Comments:

Commissioner Ellingson: Stated that he attended a Labor and Industries meeting. Discussed a recent finding that is under investigation based on a rope rescue, and integrity concerns at a different fire department. Also, commented that he attended a Kitsap 911 meeting, where representation and structure was discussed.

Commissioner Milton: Would like to find out if there is some other funding options to provide services on the water or Hood Canal.

AD Sawyers: Wanted to remind the Board of the upcoming Washington Fire Commissioner's Association (WFCA) Spring Series training for commissioners; this is a required training every four years that needs to be updated. A web version of the training is also available.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting Wednesday, February 25, 2026 at 16:00

Kitsap County Fire Commissioner Meeting, Tuesday, February 24, 2026 at 19:00 via Zoom™

District Recognition Ceremony, Saturday, February 28, 2026 at 15:00

WFCA Spring Series Training, Saturday, May 2, 2026 at 08:00 at Clearwater Resort

Region 9 Training, Saturday, April 11, 2026 at 09:00 in Grapeview, WA

Adjourn: The regular meeting was adjourned by common consent at 6:00 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary