

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
February 25, 2026
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner (Excused)
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Shane Anderson	Deputy Chief (DC)	Nichole Sawyers	Administrative Director (AD)
Michelle	Public	Kevin Vay	Battalion Chief (BC)
Amy Strzalka	Finance Director (FD)	Trevor Holmberg	Firefighter/EMT

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 Second Floor Restroom Remodel Project to Discussion Items.

Commissioner Uberuaga moved to approve the 02/25/2026 amended agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 02/25/2026 amended agenda. Passed.

Public Comment: No Comment

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 11, 2026 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll-February 2026

Commissioner Milton moved to approve the 02/25/2026 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 02/25/2026 Consent Agenda. Passed.

2. **Commissioner Payroll:** Commissioner Ellingson discussed the Commissioner Payroll for February.

Commissioner Uberuaga moved to approve the February 2026 Commissioner Payroll in the amount of \$2,576.00. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the February 2026 Commissioner Payroll in the amount of \$2,576.00. Passed.

Discussion Items:

1. **Capital Bond Priorities:** Chief Gillard discussed the current financial projections based on assessed valuations (AVs) and current revenue. His presentation included historical data, current valuations, and future projections. He talked about the current bond status and definitions. Commissioner Ellingson asked if we were collecting the full amount possible for the fire and EMS levies. Chief Gillard stated the district is collecting the full amount allowed. The discussion covered the historical reasons for pursuing a bond, such as the capital improvement plan and the capital facilities plan. They also reviewed different priorities based on data provided by the fleet team, including the current fleet schedule, replacement schedule, and discussions on safety features and life expectancy.

Chief Gillard also mentioned the District's facility needs and the exploration of alternative locations for managing the fleet. Commissioner Uberuaga inquired about what Poulsbo currently outsources for the fleet. Commissioner Ingalls expressed support for Chief Gillard, in particular, option A, which proposed seeking a capital bond for \$7,640,000 as the best option for both the District and taxpayers. Commissioner Uberuaga asked when the last capital bond was issued, and Chief Gillard replied that it was in 2013. Commissioner Ingalls suggested potentially negotiating with the bank to allow partial payment options on the current commissioner bond. Both DC Anderson and BC Vay commented on adopting Option A to remain conservative in budgeting and mindful of taxpayers' interests. Chief Gillard sought direction from the Board on whether the \$7,640,000 bond amount was supported. The Board reached a consensus in favor of requesting a capital bond for this amount. However, it was noted that further discussion is needed regarding the allocation of the funds.

- 2. Station 71 Second Floor Restroom Remodel:** DC Anderson stated the District is currently reviewing all submittals for the project. AD Sawyers stated the District received five proposals. Mountain HVAC submitted a proposal for \$21,165.00; however, this was submitted by mistake, as this was not a proposal for the project. Therefore, the district received four proposals that are being reviewed, which are listed below.

*Colvos Construction-----\$447,567.00

*Tim Ryan Construction--- \$525,000.00

*Pacific General Construction---529,400.00

*Regency NW Construction---\$556,000.00

The District will finish the review and request a special meeting in the near future for the award.

- 3. Impact Fees:** Chief Gillard will attend a Poulsbo City Council meeting on April 1, 2026, to present on impact fees. The proposal has been well received, but concerns remain about fees for ADUs and other typical construction facilities. Chief Gillard emphasized that the primary focus is on impact fees, fire inspection needs, and contracts. Regarding square footage or units, he noted challenges with corporate buildings.
- 4. Marine Vessel Purchase:** DC Anderson presented data to the Board, with thanks to Chief Rahl for collecting it. The data included 23-25 calls: six mutual aid, one fire, five rescues (14 in District), one CPR, one rescue, one rescue canceled, 10 adrift boats (two canceled). The commissioners requested a copy of this information. Chief Gillard asked for direction on service provision and vessel purchase—either buying a used vessel or waiting for a new one. Commissioner Uberuaga opposed the current boat under consideration and suggested revisiting the services provided. Commissioner Ingalls supported canal service but was not ready to commit to a purchase without further discussion. Commissioner Ingalls also mentioned that Commissioner Whiteley agreed to buy the vessel being considered. DC Anderson commented that he believed that offering services to the public covering the Hood Canal is important. The Board decided to fix the small boat for now and have more discussions about the type of vessel to purchase and do a larger discussion on the future of providing services on the Hood Canal.
- 5. Policy 2002-Corrective Action:** Chief Gillard is collaborating with the bargaining unit to enhance the District's corrective action policies, including procedures and the table of offenses. Commissioner Ellingson suggested having a policy for reporting incidents, near misses, and other safety violations.

Informational Items:

- 1. Saint Michael's Medical Center (SMMC) Emergency Department (ED) Wait Times:** Chief Gillard reported that wait times in the emergency department at Saint Michael's Medical Center continue to be lengthy. These extended waits are impacting both patients and emergency service providers, as ambulances can be delayed during transfers, which may affect overall response times throughout the District. The department is monitoring the situation closely and is exploring possible solutions, such as enhanced coordination with SMMC staff and potential process improvements to reduce bottlenecks. Chief Gillard emphasized the importance of ongoing communication with the medical center to ensure patient care remains a top priority and to seek ways to minimize the impact on emergency services and community safety.

2. **Staffing/Hiring:** AD Sawyers updated on staffing. Probationary Firefighter Derek Broussard resigned. A conditional offer has been made to his replacement. Fleet Manager Brett Annear's last day is Friday, 2/27/2026; he will be missed and will attend the recognition ceremony.
3. **Facilities:** Chief Gillard stated that the Facility Manager has been busy focusing on projects around Station 71.
4. **Apparatus:** DC Anderson briefly commented on the new ladder truck, noting that the fleet staff has been diligently preparing and installing the new radio system.
5. **Financial Report (January):** FD Strzalka had no updates at this time on the current financial status. There have been no significant changes.
6. **Overtime Report (January):** DC Anderson stated that the District expended around \$42,551.00 in overtime for the month of January.
7. **Operations Report (January):** DC Anderson stated that Kitsap 911 has not updated call volume data for the month of January.

Commissioner and Staff Comments:

Commissioner Ingalls: Emphasized the importance of diligent future planning for the department, considering the impacts of current decisions. Stressed that safety should always be the top priority.

Commissioner Uberuaga: Also commented that the safety of our people is a priority.

Commissioner Ellingson: Is currently wrapping up the Region 9 training agenda. Also stated that the Kitsap County Commissioner Picnic will be held July 28 at Island Lake. Time to be determined.

DC Anderson: Commented his support on purchasing a vessel that is safe for our members and provides the necessary service to the community.

AD Sawyers: Commented that the recent cybersecurity forensic review came back with no findings and that the District will be closing this claim. Also mentioned that the Recognition Ceremony is scheduled for 2/28/2026.

Chief Gillard: Stated that the District will be recognizing a large group of our employees at the Recognition Ceremony, including those who are scheduled to retire in the next four months.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting Wednesday, March 11, 2026 at 16:00

Kitsap County Fire Commissioner Meeting, Tuesday, March 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 6:15 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary