

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
December 10, 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)	Nichole Sawyers	Administrative Director (AD)
Amy Strzalka	Finance Director (FD)	Carissa Robideaux	Administrative Specialist (AS)
Cora Robideaux	Public	Jonathan Smith	SAO Auditor
Sophia Sullam	SAO Auditor	Joe Simmons	SAO Auditor
Trevor Holmberg	Staff		

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

Approval of agenda:

Discussion: Chief Gillard requested an addition to the agenda to include: Data Investigation as Discussion Item #8. Commissioner Ellingson moved to approve the 12/10/2025 agenda as amended. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 12/10/2025 agenda as amended. Passed.

Public Comment: None

Executive Session: None requested

Audit Exit: Joe Simmons presented to the Board about the recently completed accountability and financial audit which reviewed the period from 01/01/2023 to 12/31/2024; no findings were identified. The audit covered procurement, payroll, electronic funds transfer, open public meetings, and financial condition. There was also a discussion on the Financial Intelligence Tool (FIT) platform and how the District can use it to improve financial sustainability. Jonathan Smith then discussed the financial audit.

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. November 26, 2025 Regular Meeting Minutes
 - b. Vouchers

Commissioner Whiteley moved to approve the 12/10/2025 Consent Agenda. Commissioner Ingalls seconded. Motion was carried with a unanimous vote to approve the 12/10/2025 Consent Agenda. Passed.

2. **Policy 7150 Lock Out/Tag Out & Policy 7030 Workplace Safety Reporting:** AD Sawyers discussed both policies that Battalion Chief Gillanders revised.

Commissioner Ellingson moved to adopt both Policy 7150 and 7030 as presented. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt both Policy 7150 and 7030 as presented. Passed.

3. **Policy 1040 Service Level Objectives:** Chief Gillard presented the annual update on the policy, detailing staffing, service levels, and station plans for the upcoming year, as directed by the Board of Commissioners.

Commissioner Uberuaga moved to adopt Policy 1040 Service Level Objectives. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 1040 Service Level Objectives as presented. Passed.

Discussion Items:

- 1. Station 76:** Chief Gillard discussed last weekend's Station 76 opening, thanking AS Robideaux for her planning efforts. The feedback has been positive, although there is still substantial work needed to complete the station and finalize the closing of the contract. The crews have been enthusiastic and responding to calls. DC Anderson reported since the opening of Station 76 on November 22, 2025, the station has received 85 calls, 54 of which were EMS related. Commissioner Uberuaga noted the interest from people and neighbors who came to see the station. Chief Gillard will share lessons learned from Station 76. Commissioner Milton expressed gratitude to Commissioner Ingalls for his help with the building process.
- 2. Station 71 2nd Floor Restroom Renovation:** Chief Gillard reports no progress as they are still awaiting plan approval from the City of Poulsbo.
- 3. Strategic Advisory Board (SAB) Survey:** Chief Gillard thanked the team for organizing the Board and gathering feedback. The input will help decide on necessary purchases if a bond is issued, including a new medic unit, engine, and potential future facilities.
- 4. Feasibility Study (Station 72, Station 71 Fleet Building):** Chief Gillard is exploring options for a fleet building, including a separate \$4.5 million structure at Station 71 for growth and storage. Other options include extensions and using Poulsbo's Public Works facilities, though space is insufficient. Fleet Manager Annear contacted neighboring agencies to potentially share resources, and is considering pre-built private mechanic bays. Commissioner Milton noted concerns about future costs.
- 5. County Evaluation:** Chief Gillard attended a countywide fire department merger study initiated by Central Kitsap Fire & Rescue. Chief Gillard and provided an overview of the meeting, that included a review of past mergers, forms of consolidation, and information being requested from each agency. Chief Gillard provided insight on the benefits of exploring efficiencies, while expressing concern over the long-term effects on service levels to this community due to disparate assessed value, community support, and current levels of service along with the destabilization impact on the organization. Chief Gillard requests direction from the board on how to proceed. Commissioner Ellingson expressed no interest in joining the county assessment for a merger study. Commissioner Uberuaga raised concerns about service levels and potential community impact, doubting the benefits of a countywide merger. The Board unanimously opposed spending resources and time on the study. Chief Gillard acknowledged the Board's direction but requested permission to attend meetings to gain an understanding of the process.

Commissioner Ellingson moved to formally declare that the District shall not participate in, support, or enter into any discussions, planning processes, agreements, or activities related to a potential county-level merger. Commissioner Whiteley seconded. Discussion: Commissioner Uberuaga commented that Chief Gillard may take time to learn of the process but requires limited resources to be expended in that effort. Motion was amended as follows: Commissioner Ellingson moved to formally declare that the District shall not participate in, support, or enter into any discussions, planning processes, agreements, or activities related to a potential county-level merger; the Board acknowledges that Chief Gillard may require time to become familiar with the process, but that this effort is expected to use only minimal District resources. Motion was carried with a unanimous vote to formally declare that the District shall not participate in, support, or enter into any discussions, planning processes, agreements, or activities related to a potential county-level merger; the Board acknowledges that Chief Gillard may require time to become familiar with the process, but that this effort is expected to use only minimal District resources. Passed.

- 6. Ladder Truck Reimbursement:** Chief Gillard informed the Board that the District will receive about \$58,441.00 from SeaWestern. He also provided a list of items the district plans to buy with these funds. Commissioner

Uberuaga asked if the prices for the proposed items might change or increase. Commissioner Ellingson wanted to know what a ground monitor is; it's a high-volume hose that rests on the ground and operates automatically. Commissioner Ellingson also recommended that the district consider buying a drone in the future, and Chief Gillard agreed.

Commissioner Uberuaga moved to authorize Chief Gillard to use the reimbursement funds to purchase additional items as listed, with any excess to be deposited into the Capital Budget. Commissioner Whiteley seconded Motion was carried with a unanimous vote to authorize Chief Gillard to use the reimbursement funds to purchase additional items as listed, with any excess to be deposited into the Capital budget. Passed.

- 7. Data Investigation:** AD Sawyers updated the Board on a recent cyber-attack involving a District member's email. The District would like to hire a forensic investigator and attorney services by McDonald Hopkins to understand the scope and the cause of the data breach.

Commissioner Ellingson moved to authorize Chief Gillard to sign a contract with McDonald Hopkins to move forward with the investigation. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign a contract with McDonald Hopkins to move forward with the investigation. Passed.

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. Pre-employment testing is still underway for the other employment positions to include a community support specialist, firefighter/EMT, firefighter/paramedic, and three volunteers. Hoping for a start date of 01/05/2026.
- 2. Facilities:** DC Anderson stated he had no new information to add, as facilities was covered earlier in the meeting.
- 3. Apparatus:** DC Anderson updated the Board on purchasing a marine unit; the district is awaiting a quote and survey. DC Anderson stated resources may be requested to assist in the flooding across the water.

Commissioner and Staff Comments:

Commissioner Uberuaga: Great Open House turnout and community support.

Commissioner Ellingson: Merry Christmas and Happy New Year!

Commissioner Ingalls: Merry Christmas and Happy New Year!

Commissioner Whiteley: Thanked the crews for all their work and support.

DC Anderson: Expressed appreciation to the Board and the crews for all their work on Station 76 and the services our crews are providing to this community.

AS Robideaux: Commented on the success of the Santa Runs over the weekend, noting over 996 pounds of food was collected from the community, and 40 jackets were donated by the Kitsap Firefighter Benevolent Fund to Fishline

AD Sawyers: Commented that the Annual Department Holiday Party will be on December 11, 2025 at 5:30 PM. Also reminded the re-elected commissioners to get their oaths notarized.

Chief Gillard: Praised Battalion Chief Rahl for organizing the successful Santa Runs and thanked the crews volunteering their time. He also commended their efforts during CPR calls over the weekend. Lastly, he acknowledged the dedication of those working on Christmas and during the holidays.

Trevor Holmberg: Expressed gratitude to the Board for their support of Station 76. He commented that crews are happy and grateful and stated that the new station has reduced response times.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, January 14, 2026 at 16:00**

Kitsap County Fire Commissioner Brunch/Meeting, **Saturday, December 13, 2025 at 11:00 AM**

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

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary