

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 11, 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)
Amy Strzalka	Finance Director (FD)		

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

Approval of agenda:

Commissioner Uberuaga moved to approve the 03/11/2026 agenda. Commissioner Whiteley seconded. Discussion: Chief Gillard asked that we move Discussion Item #3 Marine Vessel Purchase to Discussion Item #1. Motion was carried with a unanimous vote to approve the 03/11/2026 amended agenda. Passed.

Public Comment: No comment

Executive Session: At 4:02 pm, Commissioner Ellingson requested a 5-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. February 25, 2026 Regular Meeting Minutes
 - b. Vouchers

Commissioner Milton moved to approve the 03/11/2026 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 03/11/2026 Consent Agenda. Passed.

2. **Station 71 Second Floor Restroom Remodel:** AD Sawyers presented bids from Colvos and Tim Ryan Construction. Colvos had the lowest bid, but their exemptions raised cost concerns and were deemed non-responsive after attorney review. Tim Ryan Construction's bid was \$525,000.00, and the District will request Board approval of their contract. Commissioner Ellingson noted a possible conflict of interest, but AD Sawyers and Commissioner Ingalls confirmed Chief Gillard was not involved and that all procedures have been reviewed with District attorneys.

Commissioner Uberuaga moved to award the Station 71 Second Floor Restroom Project to Tim Ryan Construction in the amount of \$525,000.00. Commissioner Whiteley seconded. Discussion: Commissioner Ingalls would like to have further meetings to discuss the process moving forward with this project. The Board agreed that Deputy Chief Anderson will be the lead on this project. Motion was carried with a unanimous vote to award the Station 71 Second Floor Restroom Project to Tim Ryan Construction in the amount of \$525,000.00. Passed.

Discussion Items:

- 1. Marine Vessel Purchase:** Chief Gillard reported that the small boat is repaired and operational, but requested direction from the Board regarding vessel replacement for safety and practicality. Coast Guard assets are not available to the public, so Poulsbo Fire continues Hood Canal service. Commissioner Ingalls expressed confusion about previous decisions but supports moving forward with acquiring a used vessel, noting the current boat is inadequate and unsafe for rough waters. Commissioner Milton commented on the high-cost relative to the number of calls. Commissioner Uberuaga raised concerns about covering Hood Canal calls. Commissioner Ingalls stated the Board needs to give direction. At this time, a motion was made and approved to continue providing the same level of service as current to the Hood Canal. The District needs greater direction on the future purchase of a vessel to provide these services. There was discussion that purchasing a new vessel that would be over \$300,000.00, or alternately, looking for a used vessel that would be significantly cheaper. Commissioner Whiteley stated the vessel that the District has been looking at would be an investment to the District, however Commissioner Uberuaga stated that the vessel is over 20 years old and believes the District should continue to look for other options. Commissioner Uberuaga asked, based on current service levels, what size vessel the District needs to maintain current service levels, and expressed concerns regarding purchasing a larger vessel. The Board agrees to add the marine vessel purchase to the capital bond, but will continue to look for cost savings prior to committing to purchasing a new vessel.

Commissioner Ingalls moved that the District continue to provide the same level of service to the Hood Canal moving forward. Commissioner Whiteley seconded. Motion was carried with a four yea vote and one abstained that the District continue to provide the same level of service to the Hood Canal moving forward. Passed.

- 2. Capital Bond Priorities:** Chief Gillard provided clarification on what should be included in the capital bond resolution. Items discussed for inclusion were two medic units, renovation of the Station 71 building, an engine, Station 77 roof/drill tower/storage, SCBA compressor, and replacement of the marine unit. The Board agreed that these items will be the priority for the bond but will ensure that we make the most cost-effective decisions.
- 3. Impact Fees:** Chief Gillard will attend a Poulsbo City Council meeting on April 1, 2026, at 5 pm to present on impact fees. Commissioner Uberuaga plans to attend.

Informational Items:

- 1. Saint Michael's Medical Center (SMMC) Emergency Department Wait Times:** Chief Gillard noted that ED wait times at SMMC are worsening. Despite discussions with Kitsap County Commissioners and SMMC leadership, progress has been slow. The president of SMMC is attempting to hire more staff and support CARES programs, but changes are gradual. Commissioner Uberuaga raised concerns about ongoing issues and questioned possible solutions, noting jurisdiction lies with the Department of Health. The District is working to ensure protocols that allow patients to be sent to the nearest available hospital. Chief Gillard stated they will keep addressing these issues as SMMC continues cooperating. He commended the crews for their dedication to public care.
- 2. Staffing/Hiring:** AD Sawyers reported that processing is underway for Entry Firefighter/EMT and Lateral Firefighter/Paramedic, aiming for a mid-April or early May start. Firefighter/EMT Chris Strickland will retire on 3/31/2026. A seasonal groundskeeper position is open, with resume reviews starting April 1, 2026.
- 3. Facilities:** Chief Gillard stated TRICO is finishing up the punch list for Station 76. Facility Manager Pickard is working on the control panel for the signal system at Station 76 and completed the new paneling on the apparatus bay doors, saving the District money. Currently, Facility Manager Pickard is working on updating workstations for the front office staff and soon the CARES office.

4. **Apparatus:** DC Anderson shared photos of the new aerial ladder truck and discussed staff training for its operation.
5. **Policy 2002-Corrective Action Policy:** Chief Gillard said the District is revising the original policy. After a meeting with the bargaining unit, it will be presented to the Board for approval.

Commissioner and Staff Comments:

Commissioner Uberuaga: Commented that he wishes that we could fix the wait times at SMMC, concerned for not only the patients, but our crews as well.

Commissioner Milton: Asked about progress on opening a standalone emergency department in Poulsbo. Chief Gillard stated the District is working with the City to identify a location, with no official actions taken yet.

Commissioner Ellingson: Inquired about body armor acquisition, focusing on policies and procedures prior to their use. Chief Gillard responded that policies will be established and approved before the armor is put into service.

Chief Gillard: Commented that Thursday, April 2, 2026 is the Kitsap Economic Alliance Luncheon, would like to know if anyone from the Board would be interested in attending.

Public Comment: No public comment.

Executive Session: At 6:01 p.m., Commissioner Ellingson called a 5-minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee set to run until 6:06 p.m. At 6:06 p.m., Commissioner Ellingson closed the executive session and reopened the regular meeting. There was no action taken.

Good of the order:

Next Regular Meeting **Wednesday, March 25, 2026 at 16:00**

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

Washington Fire Commissioners Association 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 6:07 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary