

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
March 25, 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)	Kevin Vay	Battalion Chief

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 03/25/2026 agenda. Commissioner Whiteley seconded. Discussion: Chief Gillard requested to remove the Marine Unit 75 from discussion Item #2 and replace it with Retainage Account Fund. Motion was carried with a unanimous vote to approve the 03/25/2026 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. March 11, 2026 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (March)

Commissioner Whiteley moved to approve the 03/25/2026 Consent Agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 03/25/2026 Consent Agenda. Passed.

2. **Commissioner Payroll (March):** It was reported that for the month of March, 18 total meetings were attended with payroll totaling \$2,898.00.

Commissioner Milton moved to approve the March Commissioner payroll in the amount of \$2,898.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the March Commissioner payroll in the amount of \$2,898.00. Passed.

3. **Resolution 26-04 Surplus Equipment:** AD Sawyers stated that a list of items recommended for surplus or disposal has been presented to the Board, as they are no longer useful to the department.

Commissioner Uberuaga moved to adopt Resolution 26-04 Surplus Equipment, authorizing the District to surplus/dispose of the items listed. Commissioner Milton seconded. Motion was carried with a unanimous vote to adopt Resolution 26-04 Surplus Equipment, authorizing the District to surplus/dispose of the items listed. Passed.

- 4. Resolution 26-05 Capital Bond Resolution:** Chief Gillard reported that Foster Garvey has prepared a resolution for the Board's consideration, regarding the District seeking community approval to pursue a capital bond in the upcoming primary election.

Commissioner Milton moved to adopt Resolution 26-05 Capital Bond. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 26-05 Capital Bond. Passed.

Discussion Items:

- 1. Impact Fees:** Chief Gillard is scheduled to present on impact fees at the Poulsbo City Council meeting, which has been rescheduled from April 1, 2026, to April 15, 2026. Additional details will be available on May 13, 2026, and public testimony is planned for June 3, 2026. A revised rate schedule has been submitted to the city, and feedback has been requested; no major concerns have been noted at this time. The rates have been updated to reflect the city's preferred calculation method, and the resolution will need to be renewed. The proposed fees are \$0.28 per single-family unit, \$23 per multi-family unit, and \$71 for commercial space.
- 2. Retainage Account Fund:** FD Strzalka informed the Board that the contract with Tim Ryan Construction includes a provision for an interest-bearing account to hold retainage, should it be requested. Previously, an account was established for Station 77, but it has not been used. FD Strzalka has contacted the county to confirm if this account may be utilized for the current project and is notifying the Board that this account will be designated for holding retainage funds.

Informational Items:

- 1. Station 71 Second Floor Remodel:** The fully executed contract with DC Anderson was signed today. Work on the "Notice to Proceed" will begin soon with Tim Ryan Construction. Commissioner Milton asked about scheduling for the crew and staff; DC Anderson explained that scheduling depends on the specific work being done, and they hope to coordinate activities to avoid impacting service levels.
- 2. Staffing/Hiring:** AD Sawyers is processing Entry Firefighter/EMT and Lateral Firefighter/Paramedic hires for a mid-April to early May start. Firefighter/EMT Chris Strickland will retire on 3/31/2026. The seasonal groundskeeper role is open; resume reviews begin April 1, 2026. Our longtime volunteer, David Russo has resigned from the department.
- 3. Facilities:** DC Anderson commented on the work Facility Manager Pickard is doing to include working on lights, alarms, and updating door codes. At Station 76, landscaping work to flatten and reseed the lawn will continue next week. The EMS supply countertop at Station 76 has been replaced, and kitchen cabinets have been installed, with project closeout nearing. The furniture, fixtures, and equipment (FF&E) list for Station 76 is nearly complete, and walk-throughs are planned. Walk-throughs are also needed at the other fire stations to assess remaining priorities.
- 4. Apparatus:** Chief Gillard reported on the progress of ladder training, noting the involvement of formal trainers and company officers to enhance tactical proficiency. The department also assisted a homeschool group with an egg drop challenge, utilizing the ladder truck and operator training. An update on the medic unit timeline will be provided after further review.
- 5. Financial Report:** FD Strzalka commented that the budget is on track. Property taxes started to come in, with additional payments in April. Transfers were completed for bond payment and standard obligations.

6. **Overtime Report:** DC Anderson reported the following figures for February: overtime totaled \$81,598.62, minimum staffing was \$53,000, and training expenses were \$16,000. Commissioner Ellingson inquired about how the four-platoon system is impacting overtime. DC Anderson will provide a report on this matter.
7. **Operations Report:** DC Anderson stated the District ran 366 calls in Feb 2026; 376 calls in 2025. The District provided mutual aid 25 times and received aid on 11. There is a “No Kings” protest scheduled over the weekend, which draws large crowds; estimated 3,000-4,000 attendees. The District is working with the City of Poulsbo to begin preparations for Viking Fest, scheduled for the weekend of May 15, 2026.

Commissioner and Staff Comments:

Commissioner Uberuaga: Asked about current numbers at Saint Michael’s Medical Center. Chief Gillard stated that things have not changed. Working on getting metrics and working to continue to work on finding solutions.

Commissioner Milton: Commissioner Milton asked if there has been any movement with getting a standalone emergency department in Poulsbo. Chief Gillard stated that there are still discussions on the future of getting one, but there has not been a decision. Commissioner Milton also asked how the radio installation was going. Commissioner Ellingson stated that roll-out is almost complete, and that there will need to be a firmware update in the near future.

Commissioner Ellingson: Puget Sound Clean Air Agency is going to ban all outside burning in Kitsap County beginning in 2028. Discussed Kitsap 911 and the executive director’s position they are looking to fill.

Chief Gillard: Next meeting, Chief Gillard will be online. Also commended Facility Manager Pickard on all the work he has been doing.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, April 8, 2026 at 16:00**

Kitsap County Fire Commissioner Meeting, **Tuesday, April 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 4:56 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary