

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 8, 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)
Josh Warter	Lieutenant		

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 4/08/2026 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 4/08/2026 agenda. Passed.

Public Comment: No comment

Executive Session: At 4:01 p.m., Commissioner Ellingson called a 4-minute executive session pertaining to RCW 42.30.110(1)(g) to review the performance of a public employee, set to run until 4:05 PM. At 4:05 PM, Commissioner Ellingson closed the executive session and reopened the regular meeting. No action was taken.

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 a 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 25, 2026 Regular Meeting Minutes
 - b. Vouchers
 - c. Special Payroll-Strickland

Commissioner Whiteley moved to approve the 04/08/2026 Consent Agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 04/08/2026 Consent Agenda. Passed.

Discussion Items:

1. **Impact Fees:** On April 15, 2026, at 5 p.m., there will be a meeting held at the Poulsbo City Council informational session regarding impact fees. Chief Gillard is scheduled to attend and has invited the Board to participate if interested. During the previous Board meeting, it was noted that residential fees are slightly higher, while city fees per square foot for commercial properties exceed initial estimates. A meeting with the Builders Association is also scheduled for April 15th, 2026, to ensure they remain informed.
2. **Capital Bond:** Chief Gillard's press release received positive social media feedback thus far. The District will solicit for a yes/no committee this week to be posted. An explanatory statement is coming soon. The District plans on having a few virtual events in early June.
3. **Contract Negotiations:** Chief Gillard notified the Board that the Uniformed Collective Bargaining Agreement is set to expire in December 2026. Chief Gillard has the Board options for negotiating to include the Board, executive staff, or hiring outside counsel. Chief Gillard also commented that at the next Board meeting, there should be a discussion on topics/priorities.

Commissioner Milton moved to authorize Chief Gillard to negotiate on behalf of the District with AD Sawyers, FD Strzalka, and DC Anderson. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to negotiate on behalf of the District with AD Sawyers, FD Strzalka, and DC Anderson. Passed.

Informational Items:

- 1. 2025 Annual Report:** AD Sawyers announced the publication of the 2025 Annual Report and thanked Administrative Specialist Robideaux for her outstanding contributions.
- 2. Station 71 Second Floor Remodel:** DC Anderson, updated the Board on the current status of the Station 71 upstairs restroom remodel. DC Anderson stated the notice to proceed was sent and signed today with work starting by 4/18/2026. The District has a meeting scheduled for Friday with Tim Ryan Construction and Lt. Eader to go over planning and construction timelines.
- 3. Staffing/Hiring:** AD Sawyers reported that the District is interviewing for a seasonal groundskeeper position. Interviews for promotions to fill Lt. Beach's vacancy are planned for late April, and the Captain/BC eligibility list has been extended until later in the summer to allow promotional processes to align with the training consortium.
- 4. Facilities:** DC Anderson noted the second-floor remodel at station 71. Facility Manager Pickard has been handling spring cleaning and yard work until more help arrives.
- 5. Apparatus:** Signal lights for Station 77 and Station 76 are malfunctioning, and Facility Manager Pickard is working towards a solution. Commissioner Ingalls questioned whether solar or wiring issues might be responsible. DC Anderson indicated the source is unclear, while Chief Gillard suggested initial problems were related to battery wiring, but does not believe current information supports solar as the cause.

Commissioner and Staff Comments:

Commissioner Whiteley: Commented positively on the service of our crews and commended them on their good work. Commissioner Whiteley asked if Commissioner Ellingson could cover in the event he is unable to check payables next week.

Commissioner Ingalls: Will be back in person for the next Board meeting.

Commissioner Milton: Commissioner Milton asked about work that is coming to Bond Road. Is the fire department aware of the upcoming work? Chief Gillard commented that there will not be as much interference to us. North Kitsap Fire & Rescue and Central Kitsap Fire & Rescue will be affected. Commissioner Milton asked that the District notify our community once work commences.

Commissioner Ellingson: Attended a Kitsap 911 Board meeting yesterday and discussed salary for an upcoming position they will be filling. Commissioner Ellingson also commented on the status of the radio project, stating that 600 radios were replaced with new firmware needing to be downloaded. Also mentioned Labor & Industries (LNI) cases update.

Chief Gillard: Noted how the front office staffing has reduced workload and improved organizational efficiency. Expressed appreciation for the firefighters' dedication to their roles. Commended the Board's performance and highlighted the positive impact firefighters have on the community through their exemplary treatment of residents.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, April 22, 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

Kitsap County Fire Commissioner Picnic, July 18, 2026 at Island Lake

Adjourn: The regular meeting was adjourned by common consent at 4:42 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary