

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
April 22, 2026
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner (EX)	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 Ingalls at 4:00 p.m.

Approval of agenda:

Commissioner Ellingson moved to approve the 04/22/2026 agenda. Commissioner Whiteley seconded. Discussion: The time and date for the next county commissioner meeting were incorrect and should read April 28, 2026, at 1800. Motion was carried with a unanimous vote to approve the 04/22/2026 amended agenda. Passed.

Public Comment: No comment

Executive Session: Chief Gillard requested a 25-minute executive session to be conducted at the end of the regular meeting pertaining to RCW 42.30.110(1)(g) to review the performance of a public employee and RCW 42.30.140 relating to collective bargaining issues and negotiations.

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. April 8, 2026 Regular Meeting Minutes
 - b. Vouchers
 - c. Department Payroll (April)

Commissioner Whiteley moved to approve the 04/22/2026 Consent Agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 04/22/2026 Consent Agenda. Passed.

2. **Commissioner Payroll (April):** It was reported that for the month of April, 16 total meetings were attended with payroll totaling \$2,576.00.

Commissioner Whiteley moved to approve the April Commissioner payroll in the amount of \$2,576.00. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the April Commissioner payroll in the amount of \$2,576.00. Passed.

3. **Capital Bond Yes/No Committee:** AD Sawyers stated there is currently no one who has requested to be a part of a yes/no committee for the upcoming capital bond initiative. If the District is contacted, a special meeting will be held so the Board can appoint committee members.

Discussion Items:

1. **Impact Fees:** On May 12, 2026, Chief Gillard will present on impact fees at a city council meeting. The updated rate study received positive feedback from the Kitsap Builders Association. A draft ordinance is underway with some corrections and questions about deferrals. There is a request for impact fees to be due at the certificate of

occupancy. If approved, the city will adopt an ordinance, followed by the fire district signing an interlocal agreement (ILA) and adopting policies for mitigation, service charges, and implementing impact fees. Parks and roads departments pose a challenge, as they are requesting impact fees as well.

2. **Capital Bond:** Chief Gillard explained that the explanatory statement was drafted by Foster Garvey and made available for review. The Board has been reminded that the District may inform the public about the upcoming bond, but cannot use District time or resources to influence the outcome. The resolution and statement will be submitted to the County before May 1, 2026.

Informational Items:

1. **Station 71 Second Floor Restroom Remodel Project:** Chief Anderson reported that plumbing and prep work are underway. Framing begins tomorrow, and clearing downstairs for plumbing access is scheduled for 4/27/26.
2. **Staffing/Hiring:** AD Sawyers reported that the District has selected a groundskeeper and will soon begin the pre-employment process. One candidate who was offered a firefighter/EMT position has withdrawn from consideration. Chief Gillard has extended a conditional offer to another individual on the hiring list. Lieutenant Lowrie has officially retired, and the District is preparing for Captain Beach's departure at the end of May. Commissioner Milton acknowledged Lieutenant Lowrie's professionalism and dedication throughout his more than 25 years of service.
3. **Facilities:** DC Anderson noted Facility Manager Pickard's ongoing work, including the current remodel, yard work/maintenance, and Station 76's signal lights. Chief Gillard reviewed unfinished items at Station 76, including drainage in the southwest corner, irrigation, and lawn maintenance. He is working with Facility Manager Pickard and Captain Sommer to identify a lawnmower for the station. Captain Sommer manages the furniture, fixtures, and equipment (FF&E) list, which is nearly complete. Commissioner Milton asked about plans for updating Station 72. Chief Gillard responded that facility priorities will align with capital bond needs and suggested Station 72 be redesigned for future planning.
4. **Apparatus:** DC Anderson announced that the new ladder truck should be in service by next month, and commended Fleet Manager Bartholomew and Fleet Technician Smith, for their work. Several engines had mechanical issues, but the team quickly restored them to service. Commissioner Ingalls inquired about any ladder issues; Chief Gillard noted minor procedural problems, which have been addressed through training. Commissioner Milton asked about Marine 75, which is currently operational, with future replacement discussions planned.
5. **Financial Report:** FD Strzalka reported that finances remain on track, though March was negative due to a state repayment from an overpayment. Commissioner Milton inquired about public events and service fees; Chief Gillard confirmed there are charges for emergency coverage at for-profit events.
6. **Overtime Report:** DC Anderson reported that March overtime was \$90,921.00, minimum staffing cost \$48,000, and training expenses were around \$37,000. At the end of Q1, overtime is up 27 percent compared to last year. Commissioner Ellingson requested current figures for the four-platoon system. FD Strzalka reviewed data comparing four platoons to three; overtime is higher, but Acting Pay is 33 percent lower than last quarter. More time is needed for accurate statistics.
7. **Operations Report:** DC Anderson reported that the District handled 395 calls in March 2026 and 347 calls in 2025. There were 41 CARES responses in 2025 and 22 CARES responses in 2026. The District provided mutual aid 15 times and received assistance on 12 occasions.
8. **Saint Michael Medical Center (SMMC) Emergency Department (ED) Stats:** Chief Gillard reported ongoing issues with emergency department (ED) statistics and wait times. Although St. Michael's claims to outperform the

state average, Chief Gillard noted actual wait times are worse than stated and require improvement. Kitsap County Fire Chiefs plan to work together and assess progress at the May meeting, emphasizing that delayed action is impacting public safety and service levels. They agree that change shouldn't depend on a major incident occurring.

Commissioner and Staff Comments:

Commissioner Ellingson: The Region 9 meeting had about 55 attendees. Discussion included alternatives to Darkhorse due to cost, and a helmet-mounted technology for locating individuals and managing pump operations. Roger Ferris retires from the Washington Fire Chiefs' Association (WFCA) on 4/30/26; a new executive director will start in May.

Commissioner Milton: Commissioner Milton mentioned the traffic on Bond Rd when construction begins.

Chief Gillard: North Kitsap Herald published a strong article about the CARES program and commended CARES Administrator Rogers on her work and interview. The Poulsbo City Council Mayor plans to remove speed bumps on Front Street. Puget Sound Clean Air Agency will present to County Commissioners regarding a potential ban on burning starting in 2028. Capital Bond and Impact Fees are upcoming, with hopes for support to ensure the District's long-term sustainability.

Commissioner Ingalls: Commissioner Ingalls thanked the Board and staff for accommodating his absence.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, May 13, 2026 at 16:00**

Kitsap County Fire Commissioner Association Meeting, **Tuesday, April 28, 2026, at 18:00 via Zoom™**

Washington Fire Commissioners Association Spring Series Training, **Saturday, May 2, 2026, at 08:00 at Clearwater Resort**

Annual Commissioner Picnic **Saturday, July 18, 2026 @ Island Lake Center, Time TBD**

Executive Session: At 5:28 PM Commissioner Ingalls called for a 25-minute executive session in accordance with RCW 42.30.110(1)(g) to review the performance of a public employee and RCW 42.30.140 relating to collective bargaining issues and negotiations scheduled to conclude at 5:53 p.m. At 5:53 p.m., Commissioner Ingalls adjourned the executive session and reconvened the regular session. No actions were taken during the executive session.

Adjourn: The regular meeting was adjourned by common consent at 5:53 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary