

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 13, 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
Craig Becker	Battalion Chief		

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

Approval of agenda:

Commissioner Milton moved to approve the 05/13/2026 agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 05/13/2026 amended agenda. Passed.

Public Comment: No comment

Executive Session: None

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 22, 2026 Regular Meeting Minutes
 - b. April 29, 2026 Special Meeting Minutes
 - c. Vouchers

Commissioner Whiteley moved to approve the 05/13/2026 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 05/13/2026 consent agenda. Passed.

Discussion Items:

1. **Station 76 – Furniture, Fixtures, and Equipment (FF&E) Closeout/Contractor Retention:** Chief Gillard reported the contractor is seeking retention release, pending completion of some work, including landscaping and irrigation. All FF&E purchases are finished except for a lawn mower. The project is \$169,710 under budget; some savings may be used for landscaping. Commissioner Milton recommended creating a statement regarding the bid process the District used for building Station 76, and Commissioner Ingalls suggested drafting a final report on the process. Commissioner Milton asked about the traffic warning light system status, and Chief Gillard confirmed it is functioning as far as he knows.
2. **Station 71 Second Floor Remodel - Scope Review:** DC Anderson reported that plumbing of the Station 71 upstairs restroom remodel should be finished by Friday. He requested Board approval for repainting hallways and additional room painting, with a purchase request of \$32,398.12 before tax.

Commissioner Milton moved to authorize the District to spend \$32,398.12 before tax on painting the remainder of the second floor, painting the Station 71 bedrooms, and to replace the existing drop ceiling. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize the District to spend \$32,398.12 before tax on painting the remainder of the second floor, painting the station 71 bedrooms, and to replace the existing drop ceiling.

- 3. Impact Fees:** Chief Gillard will present tonight at the Poulsbo City Council meeting on impact fees and rates, with possible adoption from the City of Poulsbo as early as June. A work study session is planned to prepare for implementation in 2027. The group discussed impact fees versus tax increment financing (TIFS). Commissioner Uberuaga shared input from the Homebuilder Association, which appeared supportive, but agreed on the need for a clear process. Commissioner Ingalls reported general support for the idea.
- 4. Capital Bond:** Chief Gillard notified the Board that the District has submitted all required documents for the capital bond measure to be on the primary election.
- 5. 2002 Policy-Corrective Action:** Chief Gillard discussed the updated corrective action policy. Hoping to get approval by the next board meeting.

Informational Items:

- 1. Behavioral Health Agency (BHA):** Program Administrator (PA) Rogers discussed what a BHA is and how the District submitting an application will allow the District to be able to apply for more funding opportunities in the future.
- 2. Staffing/Hiring:** AD Sawyers reported that the District has two future employees who are in the pre-employment process. Hoping to get start dates in early June. Kathleen Lenzner started with the District 05/04/2026 as a lateral firefighter/paramedic.
- 3. Facilities:** DC Anderson reported Facility Manager Pickard is continuing work on the upstairs remodel. Walkthroughs have been conducted with Captain Ramey, Facility Manager Pickard, and DC Anderson to assess the current facility. Items such as a new coating to the Station 77 driveway and moss removal are planned for next year's budget, along with station captain discussions. Commissioner Milton raised concerns about Bond Road construction and possible issues.
- 4. Apparatus:** DC Anderson stated that the ladder truck service date has been pushed out to the 22nd of May. The Opticom was not installed on it, so additional time was needed for installation. The ladder and brush trucks will be at Viking Fest. Commissioner Milton asked, once the ladder truck is in service, how it will respond to calls. Commissioner Ingalls stated that the discussion will be tabled for a future meeting. Marine units are in service at this time, and future service will also be discussed at a later meeting.
- 5. Saint Michael Medical Center (SMMC) Emergency Department (ED) Stats:** DC Anderson reported no significant updates as numbers remain unchanged. County fire chiefs are exploring changes to protocols to increase unit autonomy and flexibility in destination choice.

Commissioner and Staff Comments:

Commissioner Uberuaga: Commented on the professionalism on the response from our crews who were at the Loft over the weekend.

Commissioner Ellingson: Commented on some upcoming items from the Washington Fire Commissioners Association (WFCA) such as there are over 30 claims over \$75,000. The dental program is running at 102% and healthcare is running over 103%. It was mentioned that the conference registration will be about \$435.00. There was brief discussion regarding electric fires, ransomware cases, and that Mason County has installed an artificial intelligence phone line for non-emergencies.

Commissioner Milton: Commissioner Milton mentioned the importance of growth in Poulsbo.

Commissioner Ingalls: Commented on the crews and the actions of the bargaining unit. Ask that the crews know how appreciative he is of the work they do.

FD Strzalka: Commented that the board packet included a copy of the financial annual report that has since been filed with the state and that she is preparing for the fall audit.

Deputy Chief Anderson: Stated that he and Chief Gillard will be attending the Washington Fire Chiefs Conference in Wenatchee next week.

Public Comment: No public comment.

Good of the order:

Next Regular Meeting **Wednesday, May 27, 2026 at 16:00**

Kitsap County Fire Commissioner Association Meeting, **Tuesday, May 26, 2026, at 18:00 via Zoom™**

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

Adjourn: The regular meeting was adjourned by common consent at 5:20 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary