Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
May 27, 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
Trevor Holmberg	Firefighter/EMT		

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 05/27/2026 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard requests that Discussion Item #1: 7160 Policy-Body Armor, be moved to the next meeting. Motion was carried with a unanimous vote to approve the amended 05/27/2026 agenda. Passed.

Public Comment: No comment

Executive Session: Commissioner Ingalls requested a 20-minute executive session in accordance with 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.** May 13, 2026 Regular Meeting Minutes
   - **b.** May 13, 2026 Special Meeting Minutes
   - **c.** Vouchers
   - **d.** Department Payroll (May)

Commissioner Whiteley moved to approve the 05/27/2026 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 05/27/2026 consent agenda. Passed.

2. **Commissioner Payroll (May):** Commissioner Whiteley stated the commissioners attended a total of 26 meetings totaling $4,186.00 for the month of May.

Commissioner Whiteley moved to approve the Commissioner Payroll for the month of May in the amount of $4,186.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the Commissioner Payroll for the month of May in the amount of $4,186.00. Passed.

3. **2002 Policy-Corrective Action:** Chief Gillard discussed the corrective action policy that the department has been working on to update. This updated policy is to clarify expectations and better define the process surrounding formal and informal corrective action.

Commissioner Ellingson moved to adopt Policy 2002-Corrective Action. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Policy 2002-Corrective Action. Passed.

Discussion Items:

1. **7160 Policy-Body Armor:** Removed from agenda.

2. **Impact Fees:** Chief Gillard provided city documents for impact fee adoption. A draft ordinance will go before the city council on June 3, based on a rate study, and the Board is asked to approve Resolution 26-06, which replaces Resolution 24-05. Commissioner Uberuaga questioned who tracks and collects fees; Chief Gillard said this process will be outlined in the municipal code. Certificates of occupancy will only be issued after payment, with implementation set for January 1, 2027. Commissioner Ingalls suggested clarifying "square foot" in the rate structure; Chief Gillard confirmed the draft code includes definitions and will be discussed further. Accessory Dwelling Units (ADUs) are currently exempt, and impact fees apply only to new construction.

Commissioner Milton moved to adopt Resolution 26-06 Impact Fee Adoption. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 26-06. Passed.

Chief Gillard asked the board to approve the rate study, which explains how rates are set and will guide the City's adoption of impact fees.

Commissioner Uberuauga moved to adopt the fire impact fee rate study as presented. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt the fire impact fee rate study as presented. Passed.

3. **Capital Bond:** Chief Gillard has no updates currently. A virtual open house will be arranged for June, with shift communication planned. There is no new information about the bond.

Informational Items:

1. **Station 71 Second Floor Restroom Remodel Project:** DC Anderson reported that the Acoustic Ceiling Tile (ACT) grid installation is underway to meet city inspection requirements. The project remains on track for the August deadline.

2. **Station 76 Retention Status:** Chief Gillard reported progress but noted landscaping and drainage issues remain. We're confirming whether TRICO will finish the work or if another contractor is needed, which may affect retention. Commissioner Milton also inquired about the functioning of the signaling system.

3. **Staffing/Hiring:** Captain Travis Beach's last day with the District was May 23, and he has relocated to Washington, D.C. The District withdrew a job offer to the firefighter/EMT due to unsuccessful pre-employment testing. The groundskeeper is completing final appointments this week; we hope for an early June start date.

4. **Financial Report:** FD Strzalka reviewed the current financial situation, noting that tax revenue is still coming in. The main highlight was the substantial payout related to recent retirements. Commissioner Uberuaga inquired whether the budget remains on target overall. Ingalls raised a question about Ground Emergency Medical Transportation (GEMT), and FD Strzalka explained that the department expects a significant amount once they file the GEMT report, since funds for 2024 and 2025 have not yet been received. Commissioner Uberuaga also asked about the estimated $169k under budget, confirming if this figure was still accurate. FD Strzalka responded that nothing has been purchased so far to alter that number.

5. **Overtime Report:** DC Anderson reviewed April's overtime of $92,328, with $82,500 due to minimum staffing. Training costs for special meetings were under $10,000. The department is currently short of coverage for four positions; two employees are in the fire academy, one employee is teaching at the academy , and one vacancy will soon be filled. Leave for April included 967 sick hours, 641 vacation hours, and 817 personal hours. Commissioner Uberuaga questioned potential inefficiencies and possible program changes. Commissioner Milton asked if a three-platoon setup would affect overtime numbers. Commissioner Ingalls inquired about having an

instructor during staffing shortages and suggested changing from 11 to 9 personnel when these issues occur. DC Anderson responded that 11 is operationally preferable but open to adjustment.

6. **Operations Report:** DC Anderson presented April's report: 337 calls and 54 CARES responses; mutual aid was provided 32 times and received nine times. In April 2025, there were 312 calls and 37 CARES responses, showing increased volume in both services. Battalion Chief Becker oversees radio systems, which have recently experienced unresolved failures. Marine 75 also failed on a call. Commissioner Ellingson requested a list of radio issues for discussion. Chief Gillard reported Engine 72 responded first to a recent fire off Big Valley, and DC Anderson confirmed Ladder 71 was put into service last week.

Commissioner and Staff Comments:

Commissioner Ellingson: Commented that the Washington Fire Commissioners Association (WFCA) is putting out a request regarding legislative support to let the WFCA know. Kitsap 911 has established a non-emergency line and has already received over 500 calls.

Commissioner Milton: Commissioner Milton commented on continuing to develop a relationship with local tribes.

Commissioner Ingalls: will not be at the next meeting.

Chief Gillard: Culture survey completed and will be sharing with the crews and commissioners. Captain Ramey has been involved with the City regarding fire prevention and code enforcement. The District plans on putting focus on those services in the upcoming months.

Public Comment: No public comment.

Executive Session: At 5:50 pm, Commissioner Ingalls called for a 20-minute executive session in accordance with RCW 42.30.110(1)(g) to review the performance of a public employee, scheduled to conclude at 6:10 p.m. At 6:10 p.m., Commissioner Ingalls adjourned the executive session and reconvened the regular session. No actions were taken during the executive session.

Good of the order:
Next Regular Meeting **Wednesday, June 10, 2026 at 16:00**
Kitsap County Fire Commissioner Association Meeting, **Tuesday, June 23, 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 6:10 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary