

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
June 10, 2026
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner (EX)
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
Christopher Rahl	Battalion Chief	Trevor Holmberg	Firefighter

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 06/10/2026 agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 06/10/2026 agenda. Passed.

Public Comment: No comment

Executive Session: Chief Gillard requested a 12-minute executive session to be conducted at the end of the regular meeting pertaining to 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. May 27, 2026 Regular Meeting Minutes
 - b. Vouchers

Commissioner Whiteley moved to approve the 06/10/2026 consent agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 06/10/2026 consent agenda. Passed.

2. **Behavioral Health Agency (BHA) Application:** Chief Gillard informed the Board that the District is considering becoming a behavioral health agency. Program Administrator Julie Rogers is prepared to submit an application to the Department of Health, which would enable the District to pursue BHA status in the future without immediate commitment.

Commissioner Milton moved to authorize the District to submit an application allowing the District the potential to become a BHA in the future. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to authorize the District to submit an application allowing the District the potential to become a BHA in the future. Passed.

3. **Resolution 26-07 Surplus Equipment-Lawn Mower:** AD Sawyers notified the Board that the District is looking to surplus a John Deere Zero-Turn Mower as it is no longer functional for the District. Administrative Specialist Robideaux has been looking at using GovDeals as the company to surplus.

Commissioner Whiteley moved to adopt Resolution 26-07 Surplus Equipment-Lawn Mower. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Resolution 26-07 Surplus Equipment-Lawn Mower. Passed.

Discussion Items:

1. **7160 Policy-Body Armor:** Battalion Chief Rahl presented ballistic vests designed to protect crews from small arms and 12-gauge slugs within a 10 ft. range. There are specific plans and procedures for when the vests should be worn. Commissioner Ellingson inquired about policies for responding to higher-risk areas ("hot zones") and whether the vest patch could serve as a target. Under county protocols, department personnel may enter a "warm zone" if needed. Commissioner Milton asked who directs operations and whether staff are covered; BC Rahl clarified that incident command is managed through the county, which determines medical needs and coverage.

Commissioner Uberuaga moved to adopt policy 7160 Policy-Body Armor. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt policy 7160 Policy-Body Armor. Passed.
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2. **Impact Fees:** Chief Gillard shared an update on the District seeking impact fees for new construction. The draft ordinance is nearly finished. There was a clarification of definitions regarding square footage, as previous wording could be misinterpreted and lead to complications. The language has been revised in the ordinance to aid with calculations. This item will be on the City of Poulsbo's June 17 business agenda, scheduled for 6 p.m. at City Hall.
3. **Capital Bond:** A virtual meeting is planned for Monday, June 15, 2026, at 6 PM. A chat with the chief will be open to the public in case there are any questions. Chief Gillard shared details addressing common concerns about our capital bond.

Informational Items:

1. **CARES - Impact of Mobile Integrated Health Programs:** Chief Gillard presented a report summarizing the effectiveness of various programs, emphasizing improved healthcare, efficiency, and their significance. DC Anderson noted that Program Administrator Rogers provided key data on reduced emergency room visits and cost savings from these initiatives.
2. **Employee Handbook:** AD Sawyers announced that an updated Employee Handbook has been prepared and hopes it will be adopted at the next board meeting.
3. **Station 71 Second Floor Restroom Remodel Project:** DC Anderson reported an update on the remodel; crews are working on painting the first four bedrooms and the project is moving along and on schedule.
4. **Station 76 Retention Status:** Chief Gillard updated the Board on the retention status, still working on the storm water runoff, the condition of the lawn, and a resolution.
5. **Staffing/Hiring:** AD Sawyers provided an update to the Board about current hiring efforts. A conditional job offer has been extended to a lateral firefighter, who is now beginning pre-employment testing. Douglas Guilmet will start as a new seasonal groundskeeper on 6/15/2026. The volunteer program is currently searching for a chaplain, with an application review scheduled for 6/22/2026.
6. **Apparatus:** Chief Gillard stated pump testing is in the process of being completed. The ladder truck remains active and in service. All stations have modern fire engines. A medic unit ordered for delivery in 2027 is on track. DC Anderson reported Marine 75 is at the Lofall community dock and Marine 74 in Liberty Bay; this should improve response times. Marine 74 operates only during summer and follows a weekly maintenance schedule. Discussions included purchasing a new marine unit, but Chief Gillard noted it's paused due to being listed on the capital bond. Commissioner Milton raised safety concerns regarding staff use of Marine 74, and Chief Gillard confirmed established protocols for vessel operation.

Commissioner and Staff Comments:

Commissioner Ellingson: Commissioner Ellingson stated that he attended a Labor and Industries (LNI) meeting and that there are several districts that have been violating safety rules; also shared lessons learned and safety improvements other districts are acting on.

Commissioner Whiteley: Asked if Commissioner Ellingson would be available to do the voucher review in July. Commissioner Ellingson will work on accommodating a schedule that will work.

Commissioner Milton: Commissioner Milton asked if we are looking at our mutual aid response with East Jefferson. Chief Gillard stated that there has been an agreement in place since they merged.

Chief Gillard: Tomorrow is the community online meeting for the Puget Sound Clean Air Agency. Next weekend marks the fire academy graduation. On June 17, there are city council meetings in Poulsbo and the County Commissioners meeting at North Kitsap Fire & Rescue, discussing a public safety levy initiative. Chief Gillard recently met with a Port Gamble citizen about service concerns in the Port Gamble area; discussed how decisions are made, and addressed requests for a local fire department. Commissioner Uberuaga inquired about Poulsbo Fire Department's service boundaries. Recent call data shows improved response times.

Public Comment: No public comment.

Executive Session: At 4:55 pm, Commissioner Ellingson called for a 12-minute executive session in accordance with RCW 42.30.140 relating to collective bargaining issues and negotiations. At 5:07 pm, Commissioner Ellingson 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 24, 2026 at 16:00

Chat with the Chief, Monday, June 15, 2026 and June 29, 2026 at 18:00 via Zoom™

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 5:07 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary