Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
July 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)
Amy Strzalka	Finance Director (FD)	Captain	Josh Warter

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 07/08/2026 agenda. Discussion: Would like to add Kitsap 911 report to Information Item #7. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 07/08/2026 agenda as amended. Passed.

Public Comment: No comment

Executive Session: Commissioner Ingalls requested a 10-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.** June 24, 2026 Regular Meeting Minutes
    - **b.** Vouchers-The following warrants and electronic payments are approved for payment:
        i. Capital fund checks 7942 through 7946 totaling $168,159.87
        ii. General fund checks 7910 through 7941 totaling $309,547.90
        iii. Electronic payment transaction 1482-1484, totaling $529.06
    - **c.** BVA Guilmet

Commissioner Ellingson moved to approve the 07/08/2026 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 07/08/2026 consent agenda. Passed.

Discussion Items:

1. **Impact Fees:** Chief Gillard updated the District on establishing impact fees for new construction, noting progress with the city of Poulsbo on an interlocal agreement (ILA) draft. A formal request seeking impact fees was sent to Kitsap County, but no feedback has been received. Administrative Specialist Robideaux created a graphic explaining impact fees and is currently on our website and social media platforms. The City of Poulsbo is discussing vesting and implementation process for the impact fees that have been approved for collection next year. Commissioner Milton asked about accessory dwelling units (ADUs); Chief Gillard clarified that impact fees are only collected after a certificate of occupancy, and ADUs are exempt. Commissioner Ingalls inquired about timing; Chief Gillard stated the ordinance goes into effect January 1, 2027.

2. **Capital Bond:** Chief Gillard gave an update on the recent "Chat with the Chief" discussions. Only one member of the public attended. There have been a few negative comments about the fire departments initiative appearing on social media. Chief Gillard announced that he is actively arranging opportunities for individuals interested in the capital bond initiative to schedule informative meetings.

3. **Capital Facilities Work Study Sessions:** Chief Gillard plans to hold several dedicated meetings to review upcoming capital investments, including projects that will proceed if the bond is passed. These meetings would

include the type of engine to be acquired, the budget allocation, plans for a marine unit, and considerations regarding an additional freestanding or attached building to support fleet and facilities in the event the capital bond is approved. Commissioner Ellingson noted that it may be more efficient to add selected assets to the current site. Chief Gillard recommended considering a design-build approach. Commissioner Milton inquired whether there has been discussion about the permanence of moorage, specifically at Lofall. Commissioner Uberuaga suggested dedicating a session exclusively to the marine unit, and also raised the question of reducing ladder truck usage as a first-out vehicle to minimize maintenance needs. AD Sawyers will coordinate suitable dates scheduling two separate meetings to review upcoming capital investments.

4. **2027 Budget Priorities:** Chief Gillard discussed the 2027 budget direction, noting ongoing union negotiations on the collective bargaining agreement (CBA). Commissioner Milton questioned healthcare costs, and the District is reviewing comparables. Commissioner Uberuaga inquired about how these comparables are chosen. Commissioner Ingalls asked if Chief Gillard had suggestions; Gillard replied that operations should remain affordable, with no new programs planned for 2027. Commissioner Ingalls also brought up growth and CARES, and Chief Gillard explained the District covers some CARES expenses and is working with other agencies to offset costs not covered by grants.

Informational Items:

1. **St. Michael Medical Center (SMMC) Status:** Chief Gillard met with the interim director and contacted her again today. Chief Gillard stated that the director is meeting with charge nurses to ensure emergency medical services (EMS) unit prioritization. Last week's numbers showed improvement, but this week may be challenging due to boarding issues. Chief Gillard is hopeful that change will occur.

2. **CARES Interlocal Agreement (ILA):** Chief Gillard is working on an updated ILA to add cost-sharing to cover the CARES Program Administrator position.

3. **Station 71 Second Floor Restroom Remodel Project:** DC Anderson shared that the remodel is progressing well. There was a small issue with the flooring and getting through some of the change orders. Commissioner Uberuaga asked how Tim Ryan Construction was doing. DC Anderson stated that overall the project has been running well.

4. **Station 76 Retention Status:** Chief Gillard reported that tomorrow the front lawn work at Station 76 should be completed along with landscaping and some finishing work on the irrigation system.

5. **Staffing/Hiring:** AD Sawyers stated there has been no update since last meeting other than, the District is looking at alternative options for pre-employment testing.

6. **Apparatus:** DC Anderson commented that Engine 108 engine in in service and ready for wildland deployment.

7. **Kitsap 911:** Commissioner Ellingson updated the Board on the current recruitment for the Kitsap 911 Director.

Commissioner and Staff Comments:
Commissioner Uberuaga: Asked where the remaining funds from Station 76 were allocated to. FD Strzalka stated the remaining funds from Station 76 were used for the upstairs project, and any leftover amounts will be returned to the capital fund.

Commissioner Milton: Mentioned some concern over the upcoming Bond Road closure. Chief Gillard stated it will mostly affect North Kitsap Fire & Rescue. Chief Gillard stated Poulsbo Fire will assist where needed.

DC Anderson: Commented will be on leave the rest of the week.

Public Comment: No public comment.

Executive Session: At 5:40 pm, Commissioner Ingalls called for a 10-minute executive session in accordance with RCW 42.30.110(1)(g) to review the performance of a public employee, scheduled to conclude at 5:50 p.m. At 5:50 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, July 22, 2026 at 16:00**
Annual Kitsap County Fire Commissioner Picnic/Meeting **Saturday, July 18, 2026 @ Island Lake Center at 4:30 p.m.**

Adjourn: The regular meeting was adjourned by common consent at 5:51 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary