Kitsap County Fire District #18
Board of Commissioners Special Meeting Minutes
July 20, 2026
Poulsbo Fire Department
Poulsbo, WA

REPRESENTATIVES IN ATTENDANCE:

David Ellingson	Commissioner	Jim Ingalls	Commissioner
Jeff Uberuaga	Commissioner	William Whiteley	Commissioner (excused)
Darryl Milton	Commissioner	Jim Gillard	Fire Chief
Nichole Sawyers	Administrative Director (AD)	Amy Strzalka	Finance Director
Shane Anderson	Deputy Fire Chief (DC)	Kevin Vay	Battalion Chief

Call to order: Meeting was called to order by Commissioner Ellingson at 2:00 p.m.

Approval of agenda:

Commissioner Ellingson moved to approve the 07/20/2026 special meeting agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 07/20/2026 special meeting agenda. Passed.

Public Comment: No comment

Discussion: Chief Gillard initiated the meeting to address the District's goals regarding upcoming capital project requirements. He presented an overview highlighting the recent history and adoption of the capital facility plan to provide context on the origins of funding needs. In 2022, the Board of Commissioners adopted the District's Capital Improvement Plan, which outlined capital needs for the next 20 years. Subsequently, in 2024, the Capital Facilities Plan was implemented, focusing primarily on facilities and apparatus necessary to ensure personnel safety and meeting the growing demands of the community.

In 2025, the Board—supported by the Strategic Advisory Board, comprised of community members—determined that a capital bond would be required to sustain ongoing capital improvement efforts. Chief Gillard discussed what the proposed bond would cover, referencing items identified in the Capital Facilities Plan: a medic unit, engine, marine unit, renovations and extensions of Station 71 Apparatus Bay and Fleet Maintenance facilities, Station 77 roof/drill tower in 2028, an additional medic unit in 2030, and firefighter Self-Contained Breathing Apparatus replacement in 2032.

The primary focus was on the need for a secondary fleet/facilities building. Chief Gillard requested feedback and confirmation from the Board regarding space requirements, emphasizing that at least 5,000 square feet would be necessary to accommodate current and future district needs. He also provided a summary of prior discussions to keep the Board informed of all actions taken. In 2025, the District agreed that additional space for fleet and facilities would be essential to meet growth demands. An architectural consulting firm was engaged to deliver sample drawings, surveys, and cost estimates for various options, including extending the existing property or constructing a new secondary facility. The analysis revealed approximately a one and a half million dollar difference between adding a secondary building versus an extension. Chief Gillard and the board reviewed all potential options, including leasing property, collaborating with neighboring districts, and acquiring new land for construction.

Although no decisions have been finalized regarding the direction the District will pursue, there was unanimous consensus to add the space to meet the long-term needs of the District, which is approximately 5,000 sq ft of additional space. Additional meetings will be scheduled once funding strategies are determined to further discuss available options and finalize the District's approach.

Public Comment: No public comment.

Adjourn: The special meeting was adjourned by common consent at 4:00 p.m.

ATTEST: Nichole Sawyers, Kitsap County Fire District #18 Board Secretary