

Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
August 26, 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)	Michael Miller	Public
Kevin Vay	Battalion Chief	Brian Soete	Public
Craig Becker	Battalion Chief	Josh Warter	Captain
Trevor Holmberg	Firefighter	Brian Ramey	Captain

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 08/26/2026 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard requested that Action Item #5 and #6 be combined and that an Item #4 be added titled, Capital Bond. Motion was carried with a unanimous vote to approve the 08/26/2026 agenda as amended. Passed.

Public Comment: No comment

Executive Session: At 4:02 p.m., Commissioner Ingalls called a 25-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. set to run until 4:27 p.m. At 4:27 p.m., Commissioner Ingalls requested a 20-minute extension set to run until 4:47 p.m. At 4:47 pm Commissioner Ingalls called to extend the executive session for 10 minutes, set to run until 5:07 pm. At 5:07 p.m. Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken.

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. August 10, 2026 Special Meeting Minutes
 - b. August 12, 2026 Regular Meeting Minutes
 - c. Vouchers: The following warrants and electronic payments are approved for payment:
 - i. Capital fund check 8098 totaling \$276.31
 - ii. General fund checks 8048 through 8097 totaling \$274,991.30
 - iii. Electronic payment transactions 1877 through 1958 and 2010, totaling \$816,070.15

Commissioner Whitley moved to approve the 08/26/2026 consent agenda. Commissioner Milton seconded. Motion was carried with a unanimous vote to approve the 08/26/2026 consent agenda. Passed.

2. **Commissioner Payroll (August):** Commissioner Whiteley shared the commissioner payroll total for the month of August was \$3,381.00. There were 21 meetings attended.

Commissioner Whiteley moved to approve the August Commissioner Payroll in the amount of \$3,381.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the August Commissioner Payroll in the amount of \$3,381.00. Passed.

3. **Resolution 26-08 EMS Billing Rates:** Chief Gillard shared with the Board the intent for the District to raise the Emergency Medical Services (EMS) billing rates based on state and local averages. An analysis was completed by Systems Design West and the financial officer at Central Kitsap Fire & Rescue showing that Poulsbo Fire was behind. North Kitsap Fire & Rescue will also be increasing the billing rates.

Commissioner Ellingson moved to adopt Resolution 26-08 EMS Billing Rates. Commissioner Milton seconded. Motion was carried with a unanimous vote to adopt Resolution 26-08 EMS Billing Rates. Passed.

4. **Marine Unit Purchase (Resolution 26-09):** Chief Gillard provided a follow-up to the previous board meeting regarding the replacement of the marine unit. We will continue our level of service in Hood Canal. Contact was made with East Jefferson Fire Rescue concerning their service levels; they are currently experiencing staffing challenges, maintaining operations at both Port Ludlow and Port Townsend to cover their marine units, but only have staff for one location and are working toward dedicated coverage within a 30-minute response time. Commissioner Ellingson reported that Jefferson County's Port Ludlow boat is undergoing maintenance. Commissioner Ellingson stated the District should look at purchasing a new boat if possible. Captain Ramey stated that to stay within the amount allotted from the capital bond a used vessel would be most efficient and cost effective. The standard boat needed is approximately a 25-foot boat suitable for local waters; enclosed cabins are generally preferred. It was noted that there are several available boats that could meet the District's requirements. Captain Ramey stated that there is a used one that was found that meets all the specifications and only has four hours on the engine. The boat is estimated to cost about \$270,000.00 before taxes. Chief Gillard presented the Board with Resolution 26-09 Marine Unit Purchase that is similar to the one that was passed last year.

Commissioner Ellingson moved to adopt Resolution 26-09 Marine Unit Purchase. Commissioner Whiteley seconded. Discussion: Commissioner Uberuaga questioned the need for funding a new vessel, noting that only six calls this year—two were cancelled, and others minor. Captain Ramey explained that although life safety incidents are rare, providing service to Hood Canal for over 20 years justifies the expense, as it could save lives. Commissioner Whiteley supported maintaining these services and investing in safer equipment. Commissioner Milton endorsed the purchase and urged finding the best price. The motion to adopt Resolution 26-09 for the Marine Unit Purchase passed with a 3–2 vote (Ellingson, Whiteley, Milton in favor; Ingalls, Uberuaga opposed).

5. **Healthcare Memorandum of Understanding (MOU) and Four-Platoon Schedule:** Chief Gillard requested the Board to allow Chief Gillard to sign an MOU to change healthcare plans from Washington Fire Commissioners Association (WFCA) to The International Association of Fire Fighters (IAFF) which would include significant cost savings to the District. Chief Gillard also requested to approve the four-platoon schedule to be adopted as the new scheduled for the first responders. If the MOU is signed by both parties, this would set the status quo effective January 2027.

Commissioner Uberuaga moved to authorize Chief Gillard to sign the Healthcare and Four-platoon MOU as presented. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to authorize Chief Gillard to sign the Healthcare and Four-platoon MOU as presented. Passed.

Discussion Items:

1. **Impact Fees:** Chief Gillard is waiting on the Impact Fee Interlocal Agreement (ILA) from the City of Poulsbo, with certification of occupancy expected after January 1, 2027; once received, a policy will need to be created. Meetings with Kitsap County administration did not go as planned, so engagement with commissioners is needed to continue to push county impact fees. South Kitsap Fire & Rescue is adopting impact fees about a year behind, and Chief Moravec has reached out for impact fee advice. Commissioner Ellingson has discussed impact fees, and Commissioner Ingalls suggested North Kitsap Fire & Rescue (NKFR) may want to join and proposed a Bi-North meeting. Commissioner Ingalls believes the north end could benefit.
2. **Station 71 Apparatus Bay Remodel-RFQ-Design Build:** Chief Gillard held a meeting with COATES regarding the feasibility studies and explored alternatives to new construction. He suggested issuing a Request for Qualifications (RFQ) to engage a construction management project manager who could assist with the process. Commissioner Milton inquired about the planned location for the remodel. Chief Gillard responded that there is a clear preference for the site, but the team will follow the established procedure moving forward.

Commissioner Uberuaga moved to authorize Chief Gillard begin the RFQ process to secure a Project Manager for the extension to the apparatus bay/second building project. Commissioner Ellingson seconded. Motion was carried with a unanimous vote authorizing Chief Gillard begin the RFQ process to secure a Project Manager for the extension to the apparatus bay/second building project. Passed.

3. **2027 Budget:** Chief Gillard reported that FD Strzalka is currently overseeing the budget process. There remains a need to reduce approximately \$1 million from the requested budget. The aim is to maintain a total increase of 5 percent and adhere to this target. Collaboration continues with the program managers and DC Anderson. Commissioner Uberuaga inquired about a year-by-year detail, which will be provided once a more comprehensive budget has been assembled.
4. **Capital Bond:** Chief Gillard and FD Strzalka met recently regarding the upcoming bond rating process. There are policies that need updating. The District will be well-positioned for the formal financial bond rating process. FD Strzalka stated that the District will need to certify both the budget and have the bond information completed by November.

Informational Items:

1. **Station 71 Second Floor Restroom Remodel Project:** DC Anderson updated the Board on the current project status. There is a final walk through planned for tomorrow and hopes to have the notice of completion done in the near future.
2. **Staffing/Hiring:** AD Sawyers stated that applications for experienced EMTs, paramedics, and lateral hires open September 1, 2026. There is currently one vacancy.
3. **Financial Report (July):** FD Strzalka noted nothing significant to report. FD Strzalka did comment that she completed the Ground Emergency Medical Transportation (GEMT) audit and that the State Auditor's Office (SAO) changed some thresholds to when an annual audit is required. FD Strzalka stated that the District is under that threshold, so will be requesting to postpone the audit until next year. FD Strzalka also stated that after reviewing some of the accounts it was noticed that we have an EMS fund that is not used; she will be requesting to move the funds from that account to the general fund and use the EMS fund for the bond, or for tracking impact fees.
4. **Overtime Report (July):** DC Anderson stated that the District generated a little over \$89,000 in overtime costs and that we are currently at 76 percent of the budgeted amount. There was one adjustment of about \$14,340.00. Commissioner Uberuaga asked about those who we sent for wildland. FD Strzalka said it would be on the September payroll as we sent them in August, but so far it is estimated the District will receive about \$30,000 net from our apparatus and more than \$10,000 in reimbursement for personnel.
5. **Operations Report (July):** DC Anderson reported the District responded to 443 calls in July, up from 398 in 2025. CARES handled 46 calls, compared to 35 in 2025. The average turnout time dropped to 58 seconds, with a best of 54.6 seconds. With Station 76 added, response times are now about 36 seconds faster than last year.

Commissioner and Staff Comments:

Commissioner Milton: Commented on past responses and upcoming closures for salmon runs.

Commissioner Uberuaga: Commented on road closures that are upcoming.

Commissioner Ellingson: Discussed current status at Kitsap 911. Also commented that there are issues being reported with radios regarding the firmware software glitches and Harris Radio cannot figure it out. Also commented on information he received from Kitsap County Solid Waste Division. He had heard that North Kitsap Recycling facility is going to open in early September and will have a hazardous waste facility. Also commented that in October a “fix-it-fair” will happen at the Poulsbo Library. Kitsap Mental Health is expanding. Chief Gillard stated that at a recent EMS task force meeting it was shared that Kitsap Mental Health would be having a Licensed Practical Nurse (LPN) on staff at least 12 hours a day that could help with some low acuity calls.

Commissioner Whiteley: Commented on the insane amount of Hood Canal bridge traffic there has been.

AD Sawyers: Stated that the Strategic Advisory Board (SAB) meeting will be on October 1, 2026 at 5:00 pm. More information will be sent out soon. Also stated to look at the good of the order as the Open House dates are now listed.

DC Anderson: Commented on the mutual aid given and received numbers as follows: the department received mutual aid on 17 calls and provided mutual aid on 45 calls.

BC Vay: Thanked the Board for working with the group to allow for a schedule change.

Chief Gillard: Shared a recent quote for a tree service, stated the District will be removing some trees around the station. Commissioner Uberuaga asked about bids. Chief Gillard commented on current emergency room numbers at St. Michael's Medical Center (SMMC), commenting that he met with them on Friday. There is still a plan to implement a triage nurse on 9/1/2026 and hoping this will have an impact on the wait times. Overall, wait times have been improving but still some tough days. There has been a noticeable change from leadership and the charge nurse including better communication. Chief Gillard expects to be a joint press release soon with SMMC regarding the nurse practitioner that is now onboard, running with the CARES teams.

Public Comment:

Brian Soete: Commended the District for getting Impact Fees for the fire department as he has supported them for years; commenting that these other districts are really missing out. Also commended the Board on supporting the purchase of a new marine unit. The waterways need this service and he was a part of water rescue teams in the past.

Good of the order:

Next Regular Meeting **Wednesday, September 9, 2026 at 16:00**

Kitsap County Fire Commissioners Meeting, **Tuesday, September 22, 2026 via Zoom©**

Washington Fire Commissioners Association (WFCA) Conference, **October 21-24, 2026, Spokane, WA.**

Open Houses:

Station 72: September 19, 2026 at 9:00 to 11:00

Station 77: September 26, 2026 at 9:00 to 11:00

Station 76: October 3, 2026 at 9:00 to 11:00

Station 71: October 10, 2026 at 9:00 to 11:00

Station 73: October 13, 2026 at 18:00 to 19:30

Adjourn: The regular meeting was adjourned by common consent at 6:23 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary