Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 9, 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

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 09/09/2026 agenda. Commissioner Uberuaga seconded. Discussion: Chief Gillard asked to move Informational Item: EMS Account to Action Items. Motion was carried with a unanimous vote to approve the amended 09/09/2026 agenda. Passed.

Public Comment: No comment

Executive Session: None Requested

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 26, 2026 Meeting Minutes
    - **b.** Vouchers: The following warrants and electronic payments are approved for payment:
        - i. Capital fund check 8131 totaling $16,569.48
        - ii. General fund checks 8100 through 8130 totaling $73,302.49

Commissioner Whiteley moved to approve the 09/09/2026 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 09/09/2026 consent agenda. Passed.

2. **Resolution 26-10 Surplus Boat Trailer and Outboard Motor:** Chief Gillard reported that the small boat trailer is damaged but still holds value over $100.00 and should be surplused per procedure. Chief Gillard also commented the older outboard motor is beyond repair but has an estimated value exceeding $100.00.

Commissioner Uberuaga moved to adopt Resolution 26-10 Surplus of Boat Trailer and Outboard Motor. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to adopt Resolution 26-10 Surplus of Boat Trailer and Outboard Motor. Passed.

3. **EMS Accounts:** FD Strzalka reported that the District has an underused fund titled the "EMS Fund" with a remaining balance. FD Strzalka requested that the board close the EMS Fund, transfer its remaining balance to the general fund, and repurpose the funds for other uses. This process may take several months while residual interest continues to be deposited.

Commissioner Uberuaga moved to authorize FD Strzalka to clear out the current Ems fund and repurpose the fund for other uses. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to moved to authorize FD Strzalka to clear out the current Ems fund and repurpose the fund for other uses. Passed.

Discussion Items:

1. **Impact Fees:** Chief Gillard reported that the draft interlocal agreement (ILA) had been reviewed by Attorney Brian Snur, with some sections returned for further attention. The discussion focused on which entity—City of Poulsbo or Poulsbo Fire—would collect the impact fees. If the fees were challenged, Poulsbo Fire would be responsible, while the City would lead the discussion. Questions remained regarding the application process and rate study. Although there were minor outstanding issues, the goal was to finalize the ILA by the end of the month. The goal remains to have the impact fees become effective in January 2027. Work with the County is ongoing. Commissioner Ellingson stated that he had spoken with County Commissioner Rolfes regarding the future of countywide impact fees. It was stated that more consideration would be made if all the county fire districts were to implement impact fees before considering a countywide approach in the future. Commissioner Milton asked how the fees would be paid. Chief Gillard explained that impact fees are generally due when a certificate of occupancy is issued. Commissioner Milton also asked about the permitting process, the duration of permit validity, and potential concerns regarding fee collection. Commissioner Uberuaga asked who would collect the fees and when collection would occur in relation to the issuance of an occupancy permit. Chief Gillard stated that determining the responsible party remained an item for discussion. Commissioner Ingalls asked whether the maintenance language in the ILA was sufficiently clear. South Kitsap Fire and Rescue is working on implementing impact fees. North Kitsap Fire and Rescue and Central Kitsap Fire and Rescue have not expressed interest in pursuing impact fees at this time. The group also discussed reviewing Item 3 in the recitals for confirmation in the ILA.

2. **Station 71 Apparatus Bay Remodel—RFQ for Design-Build Services:** Chief Gillard stated that the district has issued a request for qualifications (RFQ) for a project management firm to assist with the remodel and extension. The deadline for RFQ submissions is September 30, 2026.

3. **2027 Budget:** FD Strzalka is working on the budget and meeting with requesters. A meeting with the leadership group will be scheduled to review which requests will be approved. The budget is expected to be completed in November. Chief Gillard stated that negotiations are underway. The group met this morning to vote on the memorandum of understanding (MOU) regarding change of healthcare provider and the four platoon schedule with the union. Additional meetings will be held soon. FD Strzalka also received the final IAFF medical rates for 2027, which reflect a 7.9 percent increase.

4. **Capital Bond Rating—Financial Policy Update:** Chief Gillard is reviewing bond-rating information and requested a step-by-step process to ensure the District meets the expectation of the process. The team is refining the financial policies for adoption at the next board meeting. Ellingson provided corrections.

Informational Items:

1. **Station 71 Second-Floor Restroom Remodel Project:** DC Anderson reported that the project is complete and is awaiting the closing affidavits before issuing the notice to proceed for filing. Commissioner Uberuaga commended the team's progress and collaboration. DC Anderson also thanked Captain. Eader and Facility Manager Pickard for their contributions and organizational efforts.

2. **Staffing/Hiring:** AD Sawyers updated the board on the current recruitment process. The District has received about 74 applications, however many of the applications were incomplete. There have been about 20 applicants that are lateral applicants from other departments.

3. **Apparatus:** Chief Gillard reported that the District plans to acquire a new engine and medic unit. The engine advisory group is evaluating three used apparatus options, including mini-pumpers, for short- and long-term capacity. The review will consider cost, timelines, and medic-unit specifications. A marine unit is also under consideration. Commissioner Milton is commented on engine usage and condition to ensure that all apparatus meet safety standards.

4. **Facilities:** Chief Gillard stated that the signs at Stations 71 and 72 will be updated to match Station 76. Station 77 will be completed afterward. Tree removal is also planned at Station 71. Commissioner Ingalls recommended creating a punch list, as the project is nearly a year old for Station 76.

5. **CARES ILA Draft:** Chief Gillard is continuing to draft the ILA with Bainbridge Island Fire Department and North Kitsap Fire and Rescue. The agreement will address fee collection and cost-sharing arrangements for the program administrator. A draft is anticipated for the next meeting.

6. **Assisted Living—Fee for Service:** Chief Gillard stated that this is not currently an issue for our organization. The concern involves lift assistance requested by assisted-living facilities, which is not an appropriate use of EMS resources. Central Kitsap Fire and Rescue and South Kitsap Fire and Rescue are experiencing this issue with facilities in their service areas, while Poulsbo Fire has not had any recent occurrences. There is interest in developing a limited policy and seeking countywide support. The fee would be charged to the facility, not the patient. The policy would align practices among the county's fire districts.

7. **Drone Proposal:** Chief Gillard stated that he attended a presentation on a countywide drone program for emergency response. He was impressed by the technology and its integration with the 911 system. However, the program is too expensive for the department to operate independently. Although the department is always exploring new options, implementing such a program would be challenging. Commissioner Ellingson stated that a commissioners' association would be also attending an upcoming presentation.

8. **EMS Update:** A dedicated nurse is now on duty to accept patients arriving by EMS at St. Michale's Medical Center which is helping improve turnover and reduce wait times. This pilot program was discussed with the emergency department director and may positively affect department culture. Low-acuity patients under involuntary placement by law enforcement or a designated crisis responder will be transported only when medically necessary or during a behavioral health crisis. The updated policy will be communicated at next week's meeting. When patients are restrained during transport, EMS will transfer them to the hospital while they remain restrained. EMS will continue assisting with behavioral health emergencies, including cases involving a risk of self-harm.

Commissioner and Staff Comments:
Commissioner Ellingson: Kitsap 911 approved the budget and sent the fees to the district. A new executive director is expected on September 28.

AD Sawyers: Reminded the commissioners of the upcoming open houses and encouraged participation.

DC Anderson: We have received a significant number of calls lately and commented on the crews professionalism. Commented that recent data indicates that the district calls time from notification to service are the top in the county.

Chief Gillard: The Kitsap United project is gaining traction and has support. Discussions covered emergency-response mitigation and the potential need for a future facility to improve safety. Chief Gillard also commented on the upcoming agenda for the Strategic Advisory Board to include updating the strategic plan, reviewing accomplishments, and developing a new report explaining service levels. Chief Gillard also wanted to offer commissioners to come meet with the chief to discuss district matters prior to board meetings to ensure they have any opportunity to ask questions and get information.

Public Comment: No public comments.

Good of the order:
Next Regular Meeting **Wednesday, September 23, 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.**
Strategic Advisory Board Meeting, **October 1, 2026, Station 71 at 17:30**

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 6:09 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary