Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
September 23, 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
Bryan Soete	Public	Dacre Folden	Staff

Call to order: Meeting was called to order by Commissioner Ingalls at 4:00 p.m.

Approval of agenda:

Commissioner Ingalls moved to approve the 09/23/2026 agenda. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to approve the 09/23/2026 agenda. Passed.

Public Comment: No comment

Executive Session: At 4:01 p.m. Chief Gillard requested a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations to be held 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.** September 09, 2026 Meeting Minutes
    - **b.** Vouchers: The following warrants and electronic payments are approved for payment:
        i. Capital fund check 8132 totaling $296,392.11
        ii. General fund checks 8133 through 8181 totaling $324,657.43 ($73,108.65 general accounts payable and $251,548.78 benefits)
        iii. Electronic Payments 2152-2234 totaling $838,724.15 ($567,077.78 payroll direct deposit and $271,646.37 benefits)
    - **c.** Department Payroll (September)

Commissioner Whiteley moved to approve the 09/23/2026 consent agenda. Commissioner Ellingson seconded. Motion was carried with a unanimous vote to approve the 09/23/2026 consent agenda. Passed.

2. **Commissioner Payroll-September:** Commissioner Whiteley shared the payroll for the month of September totaling $3,220.00.

Commissioner Whitley moved to approve the September commissioner payroll in the amount of $3,220.00. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the September commissioner payroll in the amount of $3,220.00. Passed.

3. **Policy 3001—Financial Management:** FD Strzalka referenced the policy discussed at the previous meeting and proposed its adoption in advance of the bond rating process. The policy has been revised, and staff requested that it be adopted. Commissioner Ingalls requested clarification regarding the policy.

Commissioner Ellingson moved to adopt Policy 3001 Financial Management. Commissioner Whiteley seconded. Motion was carried with a unanimous vote to adopt Policy 3001 Financial Management. Passed.

Discussion Items:

1. **Impact Fees:** Chief Gillard reported a few recent changes. The City of Poulsbo is expected to provide a final version by the end of the week, after which the District will need to adopt policies for implementation and financing. Kitsap County is postponing further consideration until year-end while it focuses on its budget and will reengage early next year. Central Kitsap Fire & Rescue is interested in pursuing impact fees and is working on implementation. Staff are also awaiting decisions from North Kitsap Fire & Rescue (NKFR) and updates from South Kitsap Fire & Rescue regarding seeking impact fees. Commissioner Ellingson clarified that impact fees would not affect taxpayers or constitute a new or increased tax.

2. **2027 Budget:** FD Strzalka will meet with the leadership team tomorrow to review the tight budget, which is looking to be balanced at this time. Chief Gillard reported that program managers have reviewed potential reductions, including cuts to training and small capital projects. The team will assess the impact of these cuts on service delivery. The budget remains highly dependent on contract negotiations and proposals, which are still under discussion. Successful capital-bond and impact-fee funding will allow the organization to separate capital and operating budgets; however, these funds may be used only for capital needs. Commissioner Uberuaga asked whether any bond funds are able to be used on other items. Chief Gillard stated if there are funds left over after all priorities are met, they can be used for other forecasted capital needs. Commissioner Ingalls asked whether funds previously allocated for capital improvements could instead support operations, with bond and impact-fee revenue covering future capital projects. Chief Gillard stated that the district funds previously used for capital projects will be moved to the operating budget.

3. **Policy 3090 Donations and Gifts:** AD Sawyers discussed the update on Policy 3090, noting there are no significant changes.

4. **Strategic Advisory Board (SAB) Meeting Agenda:** Chief Gillard provided an overview of the topics planned for next week's SAB meeting, including a review of the previous meeting, the ladder truck, capital bonds, and impact fees. The meeting will then focus on the strategic plan, progress toward its goals, and the next steps for future planning. A detailed discussion will also address the level of service, response times, their importance, and their role as a primary organizational objective.

Informational Items:

1. **Station 71 Second-Floor Restroom Remodel Project:** DC Anderson stated the project is completed and the notice of completion has been filed with all required agencies.

2. **Staffing/Hiring:** AD Sawyers stated there were a total of 92 applicants and 25 laterals for the firefighter/EMT and firefighter/paramedic recruitment. AD Sawyers noted that not all applicants had qualified applications and the panel will be reviewing applicants over the next few weeks.

3. **Apparatus:** Chief Gillard reported that the department will take delivery tomorrow of a used marine vessel purchased in 2021. The vessel is newer than the department's current boat and is in good condition. The department will then proceed with the engine purchase. The advisory group is completing a report outlining its recommendation for replacing the engine, including all available options and alternatives. Chief Gillard stated that the purchase timeline depends on the availability of bond proceeds. The resolution specifies when payments may be made, and there may be a delay in the prepayment until the bond funds become available. Commissioner Ellingson asked about the department's plans for the existing boat. Chief Gillard stated that the department would evaluate surplus options in the coming months. Commissioner Uberuaga asked whether a pay-as-you-build process could be considered for the next engine or medic unit purchase. Chief Gillard agreed that this option should be evaluated. Regarding the medic unit purchased last year, Chief Gillard reported that personnel had raised concerns about its design because it differs from the department's previous unit. The vendor indicated that

modifications could be made; however, the department decided to retain the original manufacturer's design because the changes would have caused a delay. Delivery is expected in the middle of next year. Commissioner Uberuaga asked how long the current boat that is being replaced would remain in the water. DC Anderson stated that it would typically remain there until the weather changes, most likely through the end of the month.

4. **Facilities:** Chief Gillard stated that the team will review the punch list and conduct a walkthrough regarding Station 76. Station signs at Station 71 are being updated, and the team is considering repurposing the old signs. Trees will be removed at Station 71 at the end of the month. Significant drainage issues have been identified in the piping at Station 72. The team will obtain bids for repairs, which could require taking the station out of service. A decision is expected soon.

5. **CARES Interlocal Agreement (ILA) Draft:** Chief Gillard distributed an ILA draft with NKFR highlighting the CARES program's contributions and opportunities for shared resources and collaboration. Chief Gillard also updated the Board that CARES Program Administrator, Julie Rogers will resign effective December 1 to pursue private practice. Discussions with other chiefs will address next steps, including backfilling the position or separating and reducing its responsibilities.

6. **Emergency Medical Services (EMS) Update:** Chief Gillard reported modest improvement since St. Michael's Medical Center assigned a dedicated EMS nurse, including reduced wait times for advanced life support (ALS) patients. Monday and Tuesday were diversion days, and the department remains busy. Wait times will continue to be monitored to assess whether the improvement is sustained.

7. **Financial Report:** FD Strzalka reported no significant updates from the August budget, aside from a reimbursement related to last August regarding wildland deployment. FD Strzalka also submitted the information regarding the Spokane deployment and does not expect to see the reimbursement until this time next year. The bond agent provided a timeline outlining the expected process.

8. **Overtime Report:** DC Anderson discussed the current overtime figures, which stand at 87 percent of the overtime budget. Commissioner Ellingson asked how the department plans to continue managing overtime expenses. FD Strzalka stated that the budget had been underestimated and should have been higher. DC Anderson has also contacted program managers to closely monitor their budgets. Overall, spending is expected to remain within the proposed budget, but staff are continuing to monitor it carefully. Commissioner Uberuaga suggested contacting the tribe to determine whether it would be willing to negotiate a fuel contract as another cost-saving option.

9. **Operations Report:** DC Anderson reported an August call volume of 401, which was consistent with last year. The department provided mutual aid on 54 calls and received mutual aid on 18 calls. Commissioner Uberuaga asked what the mutual aid was provided for and whether the teams had been busy. CARES has been busy, responding to 56 calls in August. DC Anderson stated that the crews have responded to multiple significant events. The group discussed a recent marine rescue, recent fires, significant motor vehicle collisions, and CPR calls. Appreciation was expressed for the work of all the crews, including the fleet and administrative teams.

Commissioner and Staff Comments:
Commissioner Milton: Commented that the proposed complex on Bond Road will have a significant impact on the fire department and a future fire station should be considered if complex is approved.

Commissioner Uberuaga: Asked about the current groundskeeper. AD Sawyers commented that he is on a leave of absence.

Commissioner Ellingson: Commented on the recent county commissioner meeting that was attended. The meeting covered drone use and hopes to collaborate with the north end fire departments. Commented on the future of drones in the fire service and how a countywide deployment is in the future. Chief Gillard noted that he had discussed shared-resource

options with Chief Moravec for potential future implementation. Need to work on logistics; agrees it is the future. The new Kitsap 911 Executive Director is going to meet with Commissioner Ellingson and asked if he would be able to use a space or room. AD Sawyers will follow up.

AD Sawyers: Reminded the commissioners of the upcoming Open Houses and encouraged participation. Also commented on the Strategic Advisory Board meeting that will be held next week.

DC Anderson: Praised Lieutenant Navarro for responding in civilian clothing and providing support both on and off duty.

Chief Gillard: Chief Gillard reported several challenging calls but praised the team's work. Promotional examinations will take place next week. A captain and lieutenant promotion will be made when Captain Warnke retires in April. The 2027 budget is also underway.

Public Comment: No Comment.

Good of the order:
Next Regular Meeting **Wednesday, October 14, 2026 at 16:00**
Kitsap County Fire Commissioners Meeting, **Tuesday, October 27, 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 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

Executive Session: At 5:20 p.m., Commissioner Ingalls called a 10-minute executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. set to run until 5:30 p.m. At 5:30 p.m., Commissioner Ingalls closed the executive session and reopened the regular meeting. There was no action taken.

Adjourn: The regular meeting was adjourned by common consent at 5:31 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary