Kitsap County Fire District #18
Board of Commissioners Meeting Minutes
October 14, 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)	Mark Bartholomew	Fleet Manager
Michael Miller	Public	Curtis Lightner	Lieutenant
Trevor Holmberg	Firefighter		

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 10/14/2026 agenda. Commissioner Uberuaga seconded. Discussion: FD Strzalka asked to add to the discussion items: Bond Resolution. Motion was carried with a unanimous vote to approve the amended 10/14/2026 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 23, 2026 Meeting Minutes
    - **b.** Vouchers: The following warrants and electronic payments are approved for payment:
        i. General fund checks 8182 through 8230 totaling $313,075.25
        ii. Electronic Payments 2252-2254 totaling $27, 265.41 ($223.80 for 10/2/2026 payroll direct deposit, $38.79 10/2/2026 payroll taxes and $27,002.82 election costs)

Commissioner Whiteley moved to approve the 10/14/2026 consent agenda. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to approve the 10/14/2026 consent agenda. Passed.

2. **Policy 3090 Donations and Gifts:** AD Sawyers requested the Board adopt Policy 3090, updating the donation and gift policy to mirror current practice.

Commissioner Whiteley moved to adopt Policy 3090 Donations and Gifts. Commissioner Uberuaga seconded. Motion was carried with a unanimous vote to adopt Policy 3090 Donations and Gifts. Passed.

3. **Apparatus Committee Presentation:** Fleet Manager (FM) Bartholomew reviewed engine options and recommended a Type 1 engine based on research, operational needs, and the apparatus's expected service life. This was in response to the capital bond measure that was passed allowing the purchase of a new fire engine.

Discussion Items:

1. **Impact Fees:** Chief Gillard reported that the City of Poulsbo has adopted a resolution and that the draft interlocal agreement (ILA) has been reviewed. Chief Gillard stated that internal department policies for collecting the fees must also be developed. Commissioner Uberuaga asked whether neighboring districts were pursuing impact fees. Chief Gillard said there had been no change; North Kitsap Fire & Rescue (NKFR) was the only department that had not expressed interest, though he hoped they would consider doing so. The Board discussed the ILA's

language on administrative fees, and Commissioner Ingalls identified concerns and proposed corrections. Chief Gillard will review the ILA and incorporate the Board's revisions.

2. **2027 Budget:** FD Strzalka discussed the upcoming budget, including anticipated constraints and the potential effects of ongoing negotiations. Budget meetings are scheduled for November 4 and 18, with a work-study session set for October 28 to be included on the next board meeting agenda.

3. **Strategic Advisory Board (SAB) Meeting Agenda:** AD Sawyers would like to get this rescheduled for a time in November. Will send out an email to the Board in the upcoming week to find a date that will work.

4. **CARES ILA Draft:** Chief Gillard shared that the CARES ILA is updated; the draft establishes a collaborative service agreement that will be mirrored for both Bainbridge Island Fire Department (BIFD) and NKFR.

5. **Bond Resolution:** FD Strzalka updated the Board on the current bond process. The Board will need to adopt a bond resolution at the next meeting and has been provided a draft resolution for review.

Informational Items:

1. **Staffing/Hiring:** AD Sawyers updated the Board on current hiring initiatives. Seasonal groundskeeper Douglas Guilmet resigned effective September 25, 2026. The District conducted interviews to replace CARES Program Administrator Julie Rogers, who will resign in December, with final interviews scheduled for next week. Firefighter interviews are planned for early November.

2. **Apparatus:** FM Bartholomew reviewed the preventive maintenance program, commended Fleet Technician Smith for his hard work and contributions, and reported that the new marine unit is expected to enter service in the coming months.

3. **Facilities:** Chief Gillard reported that the District is working to resolve the plumbing issue at Station 72. Facility Manager Pickard has nearly completed the new signage and finished the tree removal at Station 71.

4. **Emergency Medical Services (EMS) Update:** Chief Gillard reported that the emergency department continues to face challenges, including several diversions and prolonged wait times. The next task force meeting with the hospital is on Friday. The hospital is onboarding 17 new registered nurses and working to increase staffing. Serious concerns remain about underuse of the stand-alone emergency department.

Commissioner and Staff Comments:
Commissioner Ellingson: Commented on Kitsap 911's new director and the upcoming commissioner. He will be taking a short leave of absence that may prohibit him from attending a meeting in November.

Commissioner Whiteley: Commented that the emails the department received about our members from the community are heartwarming.

Commissioner Ingalls: Asked about the proxy vote for the upcoming commissioner conference. AD Sawyers stated that the group needs to let her know who will be taking the proxy votes. Commissioner Ingalls asked that Commissioner Milton take his vote. Commissioner Uberuaga asked that Commissioner Ellingson take his.

Public Comment: No Comment.

Good of the order:
Next Regular Meeting: **Wednesday, October 28, 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.**

Executive Session: At 5:54 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 6:04 p.m. At 6:04 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 6:04 p.m.

ATTEST:

Nichole Sawyers, Kitsap County Fire District #18 Board Secretary