

**NORTH KITSAP FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS**

**Date:** 12/12/2022

**Time:** 7:00 p.m.

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Pearson at 7:00 p.m.</b>		
<b>Present:</b> Commissioner Pearson, Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Neupert, AC LaGrandeur, DAS Patti, DA Luther, CSS Laboda, and Vol. Curley <b>Excused:</b> Chief Smith and AC Abrigo		
<u><b>Topic</b></u>	<u><b>Action</b></u>	<u><b>Assigned/ Deadline</b></u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. Commissioner Neupert requested to remove the KCFCA meeting debrief from the agenda. The agenda was approved as amended. <b>Approved</b>	<b>*MSC</b>	
<b>Meeting Minutes:</b> A review of the meeting minutes from the November 28 <sup>th</sup> , 2022 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	<b>*MSC</b>	
<b>Blanket Voucher Approval (BVA):</b> The following batch was presented for approval: <b>BVA Batch #12.1</b> for <b>\$41,816.79</b> . Commissioner Stewart provided an overview of all the expenses. <b>Approved</b>	<b>*MSC</b>	
<b>Payroll:</b> DAS Patti presented the December Payroll for <b>\$427,203.91</b> to the board. <b>Approved.</b>	<b>*MSC</b>	
<b>Public Comment:</b> Chair Pearson called for public participation. There was none.		
<b>Chief's Report:</b>		
<p><b>Chief LaGrandeur:</b> The call volume for November 2022 was 365 incidents. Of those, 61% were EMS, and 39% were non-EMS. There were two structure fires in November. One was mutual aid to Bainbridge Island and the other was in our district. There were no injuries to occupants or fire service personnel. We had 126 transports in November, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in November was 183.25 hours. Chief LaGrandeur informed the board that the promotions were announced earlier this month. Dan Upton will be promoted to Battalion Chief and Scott Trueblood will be promoted to Lieutenant. These promotions will be effective January 1, 2023. Conditional offers of employment have been made to four people for the positions of entry-level firefighter and entry-level firefighter/paramedic. They will be working through the pre-employment process to have them working no later than March 1, 2023. Three of the new members will have to attend the academy, and one member will need to attend an EMT class. Also, note that one of the members is a part-time firefighter in Snohomish County and is a firefighter and EMT.</p>		
<b>Chief Abrigo:</b> Provided a written report in his absence.		

11/14/22 - Regular Meeting

\*Motion Moved / Seconded / Carried (See attached Motion Sheet)

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<p><b><u>Unfinished Business:</u></b></p> <p><b>State Audit Update:</b> DAS Patti provided a brief update on the audit process. We will continue to keep this item on the agenda until the audit is completed. We are hoping to get another invoice before the end of the year as the audit will carry over into 2023.</p>		
<p><b><u>New Business:</u></b></p> <p><b>Rescheduling December 27<sup>th</sup> Regular Board Meeting:</b> Due to items needing to be taken care of before the end of the year DAS Patti proposed that we move our regular board meeting to December 19<sup>th</sup>, 2023. <b>Approved.</b></p>	<b>*MSC</b>	
<p><b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.</p>		
<p><b><u>Good of the Order:</u></b></p> <p>Commissioner Neupert informed the board that he will be attending John Danker's memorial service this coming Saturday as will others from the district.</p> <p>Commissioner Stewart shared his gratitude and appreciation to all those who assisted in making this year's Annual Holiday Brunch wonderful as he did not receive any complaints. He specifically wanted to thank a few individuals for their work. Commissioner Neupert for mailing out the letters in time and for getting all the materials needed to the venue. Chief Smith for coordinating everything throughout the year and for all his hard work in making sure it came together. DAS Patti for making sure the funds were secured and ready to be given to the venue and DA Luther for all of her work with creating the flyer, reaching out to the departments, and organizing the RSVP list to be sure everyone was accounted for appropriately. DA Luther in return wanted to thank Commissioner Stewart for all of his work and dedication to the brunch while being away.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:15 p.m. Approved</b></p>	<b>*MSC</b>	

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DocuSigned by:  
*Patrick Pearson*  
Commissioner CB9DB477...

DocuSigned by:  
*Wilson B Stewart*  
Commissioner A8D9FD83D480...

DocuSigned by:  
*[Signature]*  
Commissioner 443AA936DE84B2...

DocuSigned by:  
*Stephen Mupert*  
Commissioner BC764DF1A46C...

DocuSigned by:  
*John Huntington*  
Commissioner 574F2A97301F4DE...

DocuSigned by:  
*Summer Luther*  
Attest 96DF35E9B2004C0...

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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

Topic	Motion	
<b>Acceptance of the Agenda</b>	Motion by Commissioner: Huntington	Motion to approve the agenda as amended.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Approval of the Minutes for 11/28/2022</b>	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Voucher Approval: BVA Batch 12.1 for \$41,816.79</b>	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Payroll: \$427,203.91</b>	Motion by Commissioner: Gregory	Motion to approve the payroll as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Rescheduling of Regular Board Meeting: From December 27<sup>th</sup> to December 19<sup>th</sup></b>	Motion by Commissioner: Neupert	Motion to approve the rescheduling as presented.

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	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:15 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: