

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

**Date:** 02/10/2025

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

**Place:** Virtual Meeting using Teams

<p><b>Meeting called to order by Chair Huntington at 7:00 p.m.</b>  <b>Present:</b> Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Abrigo, AC Buchanan, DA Luther, DAS Patti, and Vol. Curley. <b>Excused:</b> PIO/CSS Laboda</p>
<p><b><u>Topic</u></b></p>
<p><b><u>Meeting Agenda:</u></b> The Board reviewed the meeting agenda. The agenda was approved as presented.</p>
<p><b><u>Meeting Minutes:</u></b> A review of the meeting minutes from January 27<sup>th</sup>, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.</p>
<p><b><u>Payroll:</u></b> The February Payroll of <b>\$602,194.78</b> was presented to the board. The payroll was approved as presented.</p>
<p><b><u>Blanket Voucher Approval (BVA):</u></b> The following batch was presented for approval: <b>BVA Batch #2.1</b> for <b>\$89,908.32</b>. Commissioner Pearson provided an overview of the expenses</p>
<p><b><u>Public Comment:</u></b> Chair Huntington called for public participation. There was none.</p>
<p><b><u>New Business:</u></b></p> <p><b>Review of Administrative Job Descriptions:</b> Chief LaGrandeur informed the board that our administrative contracts expire at the end of this year, which is a great opportunity to review the job descriptions and possibly make changes as needed. He would like to have the board review the job descriptions which can be done both individually and through a work group consisting of him and two commissioners if there's interest in doing so. The board agreed that they believe Chief LaGrandeur can move forward with this process without oversight but that if there are any significant changes resulting in budgetary items or complete restructuring that he will inform the board.</p> <p><b>Station 81 Generator Project:</b> Chief LaGrandeur informed the board that we had previously budgeted for \$200,000 for this project, however, after receiving the information from the data logger we had connected to the power system, it came back that we need a larger capacity generator. Due to this, the costs are estimated to be \$290,000 and after we include taxes as well as the fee for engineering that is required, the total cost estimate comes to \$327,600. He met with the finance committee last week regarding this, and he will be contacting additional companies to receive other estimates, and we also applied for a grant that would help with the cost significantly if awarded. Commissioner Gregory would like to know what kind, if there are any, warranties the generator would come with. Chief LaGrandeur will continue to keep the board up to date throughout this process.</p>

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**Chiefs Report:**

**Chief LaGrandeur:** Informed the board that he went to legislative day last week for the Washington State Fire Chiefs. He had the opportunity to meet with Senator Drew Hansen, Representative Greg Nance, and Representative Tara Simmons. He reviewed the highlights of the specific priorities of House Bills 1271, 1809, 1334 and opposing HB 1042. David Lynam, the Kitsap County Fire Marshal, has requested some information about our call volume for both the fire district and Station 85 specifically. He shared that our call volume since 2010 has increased approximately 60% for the district, and specifically Station 85 has increased approximately 64% in the same timeframe.

**Chief Buchanan:** The call volume for January 2025 was 283 incidents. Of those, 66% were EMS, and 34% were non-EMS. We had no structure fires in our district in January. We had 117 transports in January, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in January was 2,069 hours. This includes 1,550 hours of backfill overtime for members who covered for those away on the California EMAC deployment. The total cost of overtime was \$113,579.08, which is reimbursable. Two of our members, FF Tucker Burns and FF Brooks Ellingsen, will have a step increase this month to top step firefighter.

**Chief Abrigo:** We have completed the replacement of the hot water tank at Station 85. Marine 81 is currently still waiting for a butterfly valve to be installed. Once it has been completed, we are hoping to see it return in late February to early March. The new ambulance is still undergoing repairs. We had to send it back to the manufacturer due to electrical issues with the unlock module. Once that is repaired, we are hoping to have it in service as of March 1<sup>st</sup>. All other projects are still in progress with no updates that this time.

**Public Comment:** Chair Huntington called for public participation. There was none.

**Good of the Order:**

Commissioner Huntington thanked PIO/CSS Laboda for taking their photos earlier in the evening and for being willing to adjust her schedule to fit theirs.

Commissioner Pearson appreciated Chief LaGrandeur, Commissioner Tate, and Commissioner Gregory for attending the meeting at Poulsbo City Hall regarding the Arborwood development. He appreciated that our department was well represented at the meeting. He also noted that while he was at Station 81 on Saturday, he had the pleasure of overhearing the car seat technicians, Nancy and Jenny, with the two families that were here for assistance. They were very knowledgeable, and he is so proud of them and of our department for having the program, and they did an outstanding job working with the public.

There being no further business to conduct, **the meeting was adjourned at 7:52 p.m.**

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*John Huntington*  
Commissioner  
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Signed by:  
*Chelsea Tate*  
Commissioner  
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DocuSigned by:  
*Wilson J Stewart*  
Commissioner  
P83D480...

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

Topic	Motion	
<b>Acceptance of the Agenda</b>	Motion by Commissioner: Tate	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
<b>Approval of the Minutes for 01/27/2025</b>	Motion by Commissioner: Stewart	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
<b>February Payroll: \$602,194.78</b>	Motion by Commissioner: Gregory	Motion to approve the February Payroll as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
<b>Voucher Approval:</b> BVA Batch 2.1 for <b>\$89,908.32</b>	Motion by Commissioner: Pearson	Moved to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
<b>Adjourn Meeting</b>	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:52 p.m.

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	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: