

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

**Date:** 04/28/2025

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

**Place:** Virtual Meeting using Teams

**Meeting called to order by Chair Huntington at 7:00 p.m.**

**Present:** Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Abrigo, AC Buchanan, DA Luther, DAS Patti, Vol. Curley **Excused:** PIO/CSS Laboda

**Topic**

**Meeting Agenda:** The Board reviewed the meeting agenda. The agenda was approved as presented.

**Meeting Minutes:** A review of the meeting minutes from April 14<sup>th</sup>, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.

**Payroll:** The April PT OA Payroll of **\$5,643.24** was presented to the board. The payroll was approved as presented.

**Blanket Voucher Approval (BVA):** The following batch was presented for approval: **BVA Batch #4.1** for **\$250,390.02**, **BVA Batch #4.2** for **\$85,652.23**, **BVA Batch #4.4** for **\$1,230.33**, **BVA Batch #4.5** for **\$85.83**, and **BVA Batch #4.6** for **\$33,461.42**. Commissioner Pearson provided an overview of the expenses

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

**New Business:**

**Community Services Specialist Job Description:** Chief LaGrandeur reviewed the updated job description for the Community Services Specialist position, which was distributed prior to the meeting. In accordance with policy, board approval is required for any significant changes to a position. He also outlined the next steps in the hiring process for the role.

**Kitsap 911 Funding Formula:** Chief LaGrandeur informed the board that Kitsap 911 is continuing to work on revising the funding formula, which has not been updated since 2008. Gradual increases are anticipated moving forward. He provided an overview of the formula's background and outlined the proposed changes currently under discussion. Chief LaGrandeur will continue to keep the board informed as the process progresses.

**Fire Chief Evaluation:** The sub-committee, composed of Commissioner Stewart and Commissioner Tate, met to discuss the evaluation process for the Fire Chief and subsequently reviewed their proposed approach with Chief LaGrandeur. The evaluation will include a self-assessment, 360-degree feedback from direct reports and Commissioners, followed by an Executive Session for the board to discuss and assess the Chief's

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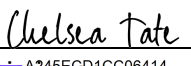
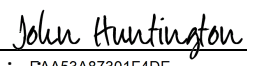
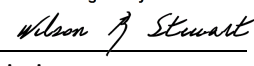

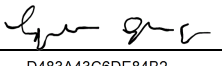
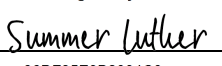
performance. Afterward, the board will meet with Chief LaGrandeur to establish SMART goals for the upcoming year. All evaluations are to be completed within the next two weeks in preparation for discussion at the next regularly scheduled board meeting.

**Good of the Order:**

Commissioner Pearson shared that he attended the Snure Seminar over the weekend via zoom and enjoyed the topics that were discussed. He also went to Station 89 and noted that the pavement work around the flagpole looks amazing. He stated that it makes the station look excellent. Chief Buchanan mentioned that it was FF Schuster who completed that project, and he will be sure to let him know.

Commissioner Tate inquired about any updates regarding the Arborwood sprinkler issue. Chief LaGrandeur responded that the Fire Marshal had given a presentation, and the scope of the project has since expanded to include additional homes. However, no final decisions or approvals have been made at this time. He will continue to keep the board informed as the process develops.

There being no further business to conduct, **the meeting was adjourned at 7:43 p.m.**

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04/28/25 - Regular Meeting

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

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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Stewart	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 04/14/2025</b>	Motion by Commissioner: Tate	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>April PT OA Payroll: \$5,643.24</b>	Motion by Commissioner: Stewart	Motion to approve the April PT OA Payroll as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> BVA Batch 4.1 for <b>\$250,390.02</b> BVA Batch 4.2 for <b>\$85,652.23</b> BVA Batch 4.4 for <b>\$1,230.33</b> BVA Batch 4.5 for <b>\$85.83</b> BVA Batch 4.6 for <b>\$33,461.42</b>	Motion by Commissioner: Pearson	Motion to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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<b>Community Services Specialist Job Description</b>	Motion by Commissioner: Tate	Motion to approve the Job Description as presented
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:43 p.m.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: