

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

**Date:** 06/09/2025

**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 Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Buchanan, AC Abrigo, DA Luther, DAS Patti, Vol. Curley, and FF Hansen. **Excused:** Commissioner Tate and 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 May 26<sup>th</sup>, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.

**Payroll:** The June Payroll of **\$561,162.95** was presented to the board. The payroll was approved as presented.

**Blanket Voucher Approval (BVA):** The following batch was presented for approval: **BVA Batch #6.1 for \$67,971.34.** Commissioner Pearson provided an overview of the expenses.

**Resolution:** The following resolution was presented for approval:

- **Resolution 2025-01 – Declaration of Surplus Vehicles and Equipment**

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

**Old Business:**

**Station 84 Update:** Chief LaGrandeur shared that a Memorandum of Understanding (MOU) has been drafted that will allow us to build on their property located on Suquamish Way. The draft has been submitted to the Suquamish Tribe’s legal counsel for review. Once their feedback is received, we will then proceed with our own legal review. When the MOU is close to being finalized, Chief LaGrandeur will present a report to the Board of Commissioners outlining our options for moving forward.

**Administrative Personnel Contracts Update:** Chief LaGrandeur informed the Board that as we continue working on updating our contracts, he would like to form a committee to review the proposed changes to contract addendums, structural adjustments within positions, and the Fire Chief’s contract. His goal is to collaboratively work through these items with the committee before presenting a final recommendation to the full Board. He anticipates this process will require only a few meetings. Chief also noted that these discussions will include the financial components of the contracts, with a target deadline of September 1st for finalizing and approving the financial aspects in preparation for the

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upcoming budget cycle. The Board agreed that the Finance Committee, which is composed of Commissioner Stewart and Commissioner Tate, will participate in these discussions. Chief LaGrandeur will send out a few proposed dates for the meetings and get this process started.

**Chiefs Report:**

**Chief LaGrandeur:** Chief LaGrandeur shared that Dan Fuller has submitted a letter of intent to retire effective June 1, 2026. In light of this, he has begun discussions with Chief Moravec at BIFD regarding the future of our interlocal agreement. A decision on whether we will continue the partnership will need to be made soon to support planning for the 2026 budget. Kathy Todd has also submitted her letter of intent to retire, with an effective date of December 31, 2025. The plan is to move forward with hiring her replacement toward the end of the year.

The Kitsap 911 Board of Directors is scheduled to meet on July 1st, at which time they will vote on whether to adopt the proposed new funding formula. The formula was well received by the SAB. Additionally, the communications equipment policy—approved by the SAB—will be presented to the Board of Directors for final approval during the same meeting.

We continue to receive applications for the Community Services Specialist position, with the application deadline set for 4:00 PM on June 16th. A hiring timeline has been established, with an anticipated start date of October 1, 2025. However, this date may be adjusted depending on the selected candidate and any unforeseen delays in the process.

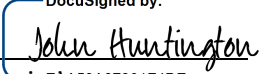
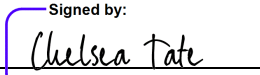
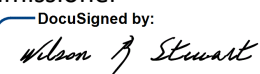
**Chief Buchanan:** The call volume for May 2025 was 319 incidents. Of those, 72% were EMS, and 28% were non-EMS. No structure fires occurred in our district in May. We had 132 transports in May, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in May was 1,048.5 hours. Lt. Mike Nicholas has received a step increase as he has successfully completed his probationary period as a Lieutenant. Next weekend, on June 21<sup>st</sup>, there will be the graduation ceremony for the Kitsap Fire Academy, and it will be located at the Kitsap Naval Museum in Keyport at 1:00 PM.

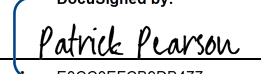
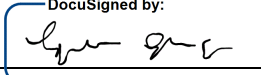
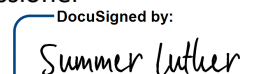
**Chief Abrigo:** The carport construction is  $\frac{3}{4}$  complete. The fiber optic project is near completion as we have completed all the necessary work and are waiting for OESD to make the switch for us. The refurbishment for Aid 85 has been completed and it has been placed in service at Station 84. Marine 81 is currently still out of service as there was an issue with the pump during the repair and it is being overhauled by True North. Parts were ordered, but there is no estimated time that the repair will be completed. The new engines inspection went well, and it is currently in Oregon getting any issues that were found corrected and the radios are being installed. Delivery is anticipated by the end of this week or next.

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<b>Public Comment:</b> Chair Huntington called for public participation. There was none.
<b>Good of the Order:</b>  DAS Patti provided the Bi-North availability dates to Poulsbo will let us know their response.  Commissioner Pearson visited all the stations this week and the crew enjoyed a nice evening outside on the patio. He wanted to note that FF Schuster is doing an amazing job with the brick work at the station in Hansville.  Chief LaGrandeur shared that we will have a crew and fire engine at the funeral service for Eric Quitslund.
There being no further business to conduct, <b>the meeting was adjourned at 7:38 p.m.</b>

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

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 05/26/2025</b>	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>June Payroll: \$561,162.95</b>	Motion by Commissioner: Stewart	Motion to approve the June 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 6.1 for <b>\$67,971.34</b>	Motion by Commissioner: Pearson	Moved to approve the BVA as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2025-01 – Declaration of Surplus Vehicles and Equipment</b>	Motion by Commissioner: Stewart	Motion to approve resolution 2025-01 as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	

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

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	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 7:38 p.m.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: