

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

Date: 07/14/2025

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

<p>Meeting called to order by Chair Huntington at 7:00 p.m.</p> <p>Present: Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Buchanan, AC Abrigo, DA Luther, DAS Patti, and Vol. Curley. Excused: PIO/CSS Laboda.</p>
<u>Topic</u>
<p><u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as presented.</p>
<p><u>Meeting Minutes:</u> A review of the meeting minutes from June 23, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.</p>
<p><u>Payroll:</u> The July regular Payroll of \$576,428.59 and the June OA Payroll of \$5,612.77 was presented to the board. Both payrolls were approved as presented.</p>
<p><u>Blanket Voucher Approval (BVA):</u> The following batches were presented for approval: BVA Batch #6.8 for \$1,354.14, BVA Batch #6.9 for \$85.32, and BVA Batch #7.1 for \$189,531.40. Commissioner Pearson provided an overview of the expenses.</p>
<p><u>Public Comment:</u> Chair Huntington called for public participation. There was none.</p>
<p><u>Old Business:</u></p> <p>Administrative Personnel Contracts Update: Chief LaGrandeur reviewed the draft administrative personnel contract addendums with the Board, which had been previously distributed for review. He shared his vision for restructuring the current administrative roles to create more defined areas of focus for Finance and Human Resources. Prior to the meeting, Commissioner Tate and Commissioner Stewart met with Chief LaGrandeur to review the proposed contract changes. This included separating the Fire Chief's contract from those of the exempt personnel, as well as discussing the restructuring proposal. Both commissioners expressed their support for the proposed changes. During the meeting, the Board identified a few areas within the draft contracts that required further clarification or revision. Chief LaGrandeur will incorporate the suggested edits, and the revised contract addendums will be brought forward for approval at the next meeting.</p>
<p><u>Chiefs Report:</u></p> <p>Chief LaGrandeur: Chief LaGrandeur shared that the Kitsap 911 Board of Directors approved the new funding formula on July 8th. Corresponding updates have been made to their bylaws to reflect changes related to the new formula. An updated service agreement will be provided to us, along with our 2026 user fee amount, which we anticipate receiving in October.</p>

07/14/25 - Regular Meeting

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

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The hiring process for the Community Services Specialist position is progressing well. We have 15 candidates moving forward to panel interviews, scheduled for July 23rd and 24th. Top candidates from the interviews will advance to a skills assessment center. We are on track to extend a conditional offer by the end of August.

Kathy Todd, who initially planned to retire on December 31, 2025, has moved her retirement date up to August 31, 2025. While we will not have a replacement in place by that date, the responsibilities of her position will be temporarily absorbed until a new hire is made. Our current hiring focus remains on the Community Services Specialist role, with recruitment for the receptionist position to begin once that process concludes.

Chief Buchanan: The call volume for June 2025 was 313 incidents. Of those, 73% were EMS, and 27% were non-EMS. We had 1 structure fire in our district in June. We had 125 transports in June, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in June was 1,438.5 hours. We currently have two of our members deployed with a brush truck to the Western Pine Fire in Davenport, WA. Last week, tender 81 had a short three-day deployment to work on the Toonerville fire located in Belfair, WA. We had two members just return from the Pomas Fire located in Entiat, WA, where they worked as members of the command staff. Firefighter Chris Wade received a step increase to step 2.

Chief Abrigo: The carport project passed its final inspection. They have started the construction at Station 85 for the equipment shed. Marine 81 remains out of service as repairs continue. The department decal installation has begun on the new fire engine. We have completed the apparatus refurbishment of Aid 85 and it has been placed in service at Station 84.

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

Good of the Order:

DAS Patti informed the board that the Bi-North meeting will be hosted at Poulsbo's Station 71 and will have a virtual option available. She will be sending out the meeting information via email.

Commissioner Pearson mentioned that he had an incident at his residence with a tree coming down across his driveway. Our crew responded swiftly and were very helpful with clearing the tree. It was truly a great response, and he is thankful for our quick response.

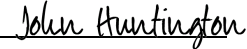
There being no further business to conduct, **the meeting was adjourned at 7:38 p.m.**

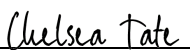
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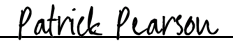
Time: 7:00 p.m.

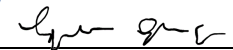
Place: Virtual Meeting using Teams


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BOARD OF FIRE COMMISSIONERS REGULAR MEETING ACTION ITEMS

Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the agenda as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 06/23/2025	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
July Payroll: \$561,162.95 June OA Payroll: \$5,612.77	Motion by Commissioner: Stewart	Motion to approve the July regular Payroll and the June OA Payroll as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA Batch 6.8 for \$1,354.14 BVA Batch 6.9 for \$85.32 BVA Batch 7.1 for \$189,531.40	Motion by Commissioner: Pearson	Moved to approve the BVA as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:38 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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