

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

**Date:** 07/28/2025

**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></p> <p><b>Present:</b> Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Buchanan, DA Luther, DAS Patti, and Vol. Curley. <b>Excused:</b> AC Abrigo and PIO/CSS Laboda</p>
<b><u>Topic</u></b>
<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 July 14<sup>th</sup>, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.</p>
<p><b><u>Payroll:</u></b> The July PT OA Payroll of <b>\$5,178.97</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 #7.2 for \$281,675.58, BVA Batch #7.3 for \$60,965.32, BVA Batch #7.4 for \$919.38, BVA Batch #7.5 for \$80.14, and BVA Batch #7.6 for \$198,956.88.</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>Old Business:</u></b></p> <p><b>Administrative Personnel Contracts:</b> Chief LaGrandeur reviewed the updated contract addendums with the Board, which had been distributed for review prior to the meeting. He noted that all previously identified items had been addressed and requested the Board's approval to move forward with the addendums as presented. Additionally, Chief LaGrandeur sought approval for the proposed structural change, which includes the creation of two new positions: Director of Finance and Director of Human Resources. As part of this restructuring, the existing positions of Division Assistant and Director of Administrative Services will become in-active. The final item reviewed was the Fire Chief's contract, which was also presented for Board approval. Following discussion, the Board unanimously approved all items.</p>
<p><b><u>New Business:</u></b></p> <p><b>Satellite Emergency Department Update:</b> Chief LaGrandeur informed the Board that Kitsap County has seen the opening of two satellite emergency departments within the past year. EMS agencies are permitted to transport patients to these facilities if specific criteria are met. Currently, both satellite EDs are located in Bremerton, with a third facility under construction in Port Orchard, anticipated to open in</p>

07/28/25 - Regular Meeting

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

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December. Additionally, the new tower at St. Michael Medical Center (SMMC) is also scheduled to open in December. It is anticipated that the increased capacity at SMMC, combined with the satellite EDs, will lead to improved wait times for ambulance crews.

**2025-2026 Insurance Renewal:** DAS Patti informed the Board that the updated insurance documents have been uploaded to Microsoft Teams for their review. She noted that the document titled “Binder” contains all relevant information regarding the organization’s insurance policies. DAS Patti highlighted that the District continues to see significant cost savings by utilizing Enduris as its insurance provider. She also reviewed several key details from the documents, including the general liability insurance limits and the valuable resources offered by Enduris—such as trainings, webinars, and conference registration fee waivers.

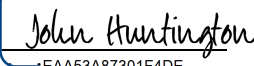



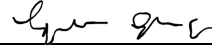
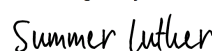
**Public Comment:** Chair Huntington called for public participation. There was none.

**Good of the Order:**

Commissioner Stewart shared that he will be attending the next board meeting, on August 11<sup>th</sup>, via Microsoft Teams.

The Commissioners discussed the recent Bi-North meeting held with Poulsbo Fire Department. They felt it was a valuable and insightful conversation. Commissioner Stewart specifically noted his appreciation for Chief Gillard’s discussion on the CARES program. The Board expressed interest in continuing future discussions and collaboration with Poulsbo Fire Department.

There being no further business to conduct, **the meeting was adjourned at 7:56 p.m.**

<p>DocuSigned by:  _____ Commissioner EA53A87301F4DE...</p> <p>Signed by:  _____ Commissioner A245E9D1CC06414...</p> <p>DocuSigned by:  _____ Commissioner 731A8D9FD83D480...</p>	<p>DocuSigned by:  _____ Commissioner E0CC0EFCB9DB477...</p> <p>DocuSigned by:  _____ Commissioner B483A43C6DE84B2...</p> <p>DocuSigned by:  _____ Attest 96DF35E9B2004C0...</p>
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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: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 07/14/2025</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>July PT OA Payroll: \$5,178.97</b>	Motion by Commissioner: Pearson	Motion to approve the July PT OA Payroll as presented.
	2 <sup>ND</sup> by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> BVA Batch 7.2 for <b>\$281,675.58</b> BVA Batch 7.3 for <b>\$60,965.32</b> BVA Batch 7.4 for <b>\$919.38</b> BVA Batch 7.5 for <b>\$80.14</b> BVA Batch 7.6 for <b>\$198,956.88</b>	Motion by Commissioner: Pearson	Motion to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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<b>Administrative Personnel Contracts:</b> Contract Addendum for Exempt Employees Contract Addendum for Non-Exempt Employees Contract Addendum for Non-Exempt Employees (Part Time)	Motion by Commissioner: Stewart	Motion to approve the Admin Personnel Contract Addendums as presented.
	2 <sup>ND</sup> by Commissioner: Tate	
	Carried/Vote	
<b>Administrative Personnel Contracts:</b> Re-structuring/Creation of two positions- Director of Finance and Director of Human Resources.	Motion by Commissioner: Gregory	Motion to approve the restructuring and creation of two new positions as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
<b>Administrative Personnel Contracts:</b> Fire Chief Contract	Motion by Commissioner: Gregory	Motion to approve the Fire Chief's Contract as presented.
	2 <sup>ND</sup> by Commissioner: Tate	
	Carried/Vote	
<b>Adjourn Meeting</b>	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 7:56 p.m.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	

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