

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

Date: 08/11/2025

Time: 7:00 p.m.

Place: St. 81 & Virtual Meeting using Teams

<p>Meeting called to order by Chair Huntington at 7:01 p.m.</p> <p>Present: Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, AC Abrigo, AC Buchanan, DAS Patti, PIO/CSS Laboda, FF/PM Slye, Lt. Slye, BC Hickey, and C-Shift Personnel, FF Rovik's family, and Vol. Curley.</p> <p>Excused: Chief LaGrandeur, DA Luther</p>
<u>Topic</u>
<p><u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as presented.</p>
<p><u>Oath of Office:</u> The swearing in of Firefighter Chris Rovik, introduced by FF/PM Lenz, was conducted by Commissioner Huntington.</p>
<p><u>Meeting Minutes:</u> A review of the meeting minutes from July 28th, 2025, Regular Board Meeting was conducted. The minutes were approved as presented, with one abstention.</p>
<p><u>Payroll:</u> The August Payroll of \$610,409.32 was presented to the board. The payroll was approved as presented, with one abstention.</p>
<p><u>Blanket Voucher Approval (BVA):</u> The following batch was presented for approval: BVA Batch #8.1 for \$88,940.78. Commissioner Pearson provided an overview of the expenses. The Batch was approved as presented.</p>
<p><u>Public Comment:</u> Chair Huntington called for public participation. There was none.</p>
<p><u>New Business:</u></p> <p>Job Description Revisions for KCFTC Office Assistant and Secretary/Receptionist: DAS Patti presented the board with two job descriptions for review and approval at a future meeting.</p> <ul style="list-style-type: none"> • The Office Assistant position, currently held by Sadie Jones, has been revised to reflect the job duties prepared by OA Jones, better aligning with her role at the training consortium. • The Secretary/Receptionist position, currently held by retiring member Kathy Todd, has been evaluated. DAS Patti is requesting that this position be sunsetted, and in its place, she has created an Administrative Assistant position. This position shares many of the same elements as the Secretary/Receptionist position, with greater emphasis on front office duties. Secretary Todd's last day is August 31st, and DAS Patti plans to create a job posting, following approval by the Board. <p>Following the presentation, the Board unanimously approved both job descriptions as presented and agreed to sunset the Secretary/Receptionist position as recommended.</p>

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Chiefs Reports:

Chief LaGrandeur: DAS Patti read a report prepared by the Chief that contained the following updates: CSS Position hiring update – we are on track to have a conditional offer made by the end of August; Job description updates of the following positions: Secretary/Receptionist, KCFTC Office Assistant; Office Assistant contract is due for renewal at the end of 2025. He is working with the other Fire Chiefs to approve any financial components, since all agencies share in the cost for this position.

Chief Abrigo: He reported the shed at St. 85 has been completed, and St. 89's shed is in progress; Marine 81 experienced additional issues that require parts and repair, as well as pump testing. Regarding pump testing, he intends to continue using our current vendor for testing and plans to follow up to confirm availability for next year.

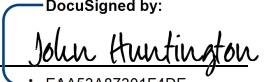
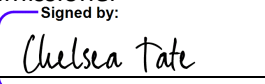

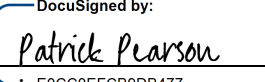
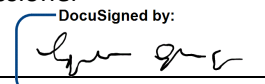
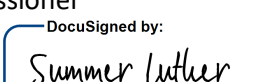
Chief Buchanan: He reported the district experienced 333 incidents in July, predominantly EMS-related at 63%, and 115 transports with no structure fires. The overtime report showed a total of 1,709 hours, with 792 hours being reimbursable due to wildfire deployments.

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

Good of the Order:

- Commissioner Gregory is now in charge of the Commissioner Fund, not held by the District. She noted that the amount in the fund is sufficient, so she will reimburse the Board members who have contributed to it.
- Commissioner Gregory requested to be excused from the upcoming meeting, held on August 25th.

There being no further business to conduct, **the meeting was adjourned at 7:32 p.m.**

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08/11/25 - Regular Meeting

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

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Commissioner

Attest

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

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: 4/1
Approval of the Minutes for 07/28/2025	Motion by Commissioner: Pearson	Motion to approve the minutes as presented. Commissioner Gregory Abstained
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: 4/1
August Payroll: \$610,409.32	Motion by Commissioner: Pearson	Motion to approve the payroll as presented. Commissioner Gregory Abstained.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: 4/1
Voucher Approval: BVA Batch 8.1 for \$88,940.78	Motion by Commissioner: Pearson	Motion to approve the BVA as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: 5/5

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Position Description Revision: PT Office Assistant - KCFTC	Motion by Commissioner: Gregory	Motion to approve the position description revision as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	
Position Creation: Administrative Assistant	Motion by Commissioner: Gregory	Motion to approve the position creation as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:32 p.m.
	2 ND by Commissioner: Tate	
	Carried/Vote	

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