

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

Date: 09/08/2025

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Vice Chair Tate 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, FF/PM Thompson, and Vol. Curley. Excused: PIO/CSS Laboda
<u>Topic</u>
<u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as presented.
<u>Meeting Minutes:</u> A review of the meeting minutes from August 25th, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.
<u>Payroll:</u> The September Payroll of \$618,705.49 was presented to the board. The payroll was approved as presented.
<u>Blanket Voucher Approval (BVA):</u> The following batch was presented for approval: BVA Batch #8.5 for \$834.57, BVA Batch #8.6 for \$77.24, and BVA Batch #9.1 for \$105,662.71. Commissioner Pearson provided an overview of the expenses
<u>Public Comment:</u> Vice Chair Tate called for public participation. There was none.
<u>Resolutions:</u> The following resolution was presented for approval: Approved • 2025-03 – Resolution Amending the Transport Fee Schedule
<u>New Business:</u> Audit Cycle Update: DAS Patti informed the board that we were contacted by the auditor’s office informing us that our District now qualifies us to move to a 2-year audit cycle. If the Board approves the switch, our 2024/2025 audit will be performed in the fall of 2026. The Board agreed to move to a 2-year audit cycle.

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Chiefs Reports:

Chief LaGrandeur: Chief LaGrandeur reported that he met with the Suquamish Tribe and confirmed the district will receive its regular bi-annual impact fee, along with additional funding for the purchase of a Lucas device. This will allow placement of a second in-service unit at Station 84, in addition to the device currently located at Station 81.

He noted that the Administrative Assistant hiring process is underway, with applications being accepted until the deadline of September 15th at 4:00 p.m.

Chief LaGrandeur also shared that he has been appointed as the Kitsap County fire service representative on the Puget Sound Clean Air Advisory Council, which works with Pierce, King, Snohomish, and Kitsap Counties on initiatives focused on public health, climate, and air quality. For Kitsap County, the primary concern is outdoor burn regulations, which are currently being updated with changes expected in 2026.

Budget requests for 2026 have been received, and the first budget meeting is scheduled for September 15th. A draft budget will be presented at the first board meeting in October, with the goal of finalizing and approving the 2026 budget by the end of November.

CSS Kate White has completed her pre-employment process and is scheduled to begin on October 1st. FF/PM Chase Laubach is progressing through his pre-employment process, with a start date still to be determined.

Chief Buchanan: The call volume for August 2025 was 351 incidents. Of those, 66% were EMS, and 34% were non-EMS. We had 1 structure fire in our district. We had 124 transports in August, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in August was 1,403 hours, which 511.5 hours are reimbursable from wildland deployments. We currently have four members deployed in eastern Washington, three single resource, and one member with T81. Our new hire, Connor Wall, has completed his EMT class, started his probationary period, and has been assigned to C shift.

Chief Abrigo: Matthews Electric stated that they will have the parts arriving over the next 3 weeks for the Station 81 generator project. We are currently waiting for the delivery of the impeller, but the boat is in the water and is able to respond.

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

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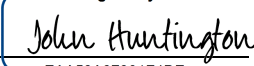
Time: 7:00 p.m.

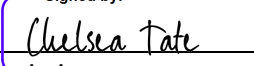
Place: Virtual Meeting using Teams

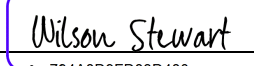
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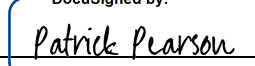
Commissioner Pearson inquired how many times we have responded to a fire at Topsoil and if there are any additional prevention measures that can be taken on their end. Chief informed the board that the company has improved their immediate response time when incidents happen. He mentioned that he will meet with the company's ownership and discuss this issue and see what, if anything, else can be done as far as preventative measures.

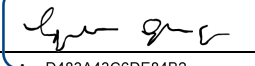
There being no further business to conduct, **the meeting was adjourned at 7:35 p.m.**

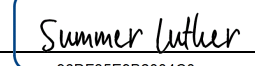
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09/08/25 - Regular Meeting

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

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

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y ☒ N ☐ *Vote:
Approval of the Minutes for 08/25/2025	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y ☒ N ☐ *Vote:
September Payroll: \$618,705.49	Motion by Commissioner: Pearson	Motion to approve the September Payroll as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y ☒ N ☐ *Vote:
Voucher Approval: BVA Batch 8.5 for \$834.57 BVA Batch 8.6 for \$77.24 BVA Batch 9.1 for \$105,662.71	Motion by Commissioner: Pearson	Motion to approve the BVAs as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y ☒ N ☐ *Vote:

09/08/25 - Regular Meeting

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

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Resolution 2025-03-Resolution Amending the Transport Fee Schedule	Motion by Commissioner: Stewart	Motion to approve the resolution as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y ☒ N ☐ *Vote:
2-Year Audit Cycle	Motion by Commissioner: Gregory	Motion to approve the audit cycle as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y ☒ N ☐ *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 7:35 p.m.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y ☒ N ☐ *Vote: