

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

**Date:** 12/08/2025

**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, Chief LaGrandeur, AC Buchanan, AC Abrigo, DA Luther, DAS Patti, FF Hansen and Vol. Curley. <b>Excused:</b> Commissioner Gregory</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 November 24, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.</p>
<p><b><u>Payroll:</u></b> The December Payroll of <b>\$524,495.53</b> was presented to the board. The payroll was approved as presented.</p>
<p><b><u>Blanket Voucher Approval (BVA):</u></b> The following batches were presented for approval: <b>BVA Batch #11.5</b> for <b>\$779.14</b>, <b>BVA Batch #11.6</b> for <b>\$73.95</b>, <b>BVA Batch #12.1</b> for <b>\$253,418.24</b>, <b>BVA Batch #12.2</b> for <b>\$63,186.30</b>, and <b>BVA Batch #12.3</b> for <b>\$121,428.96</b> Commissioner Pearson provided an overview of the expenses</p>
<p><b><u>Resolutions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>2025-07 – Appointment of Investment Officer</b></li> <li>• <b>2025-08 – Revision of Auditing Procedures for Warrants</b> – Accompanied by 2025-08 Exhibit A – Warrant Auditing Procedures</li> <li>• <b>2025-09 – Revision of Auditing Procedures for Payroll</b> -Accompanied by 2025-09 Exhibit A – Payroll Auditing Procedures</li> <li>• <b>2025-10 – Wire Transfer Authority</b></li> <li>• <b>2025-11 – Appointment of Auditing Officers</b></li> <li>• <b>2025-12 – Authorization Banking Administration Revision</b></li> <li>• <b>2025-13 – Designation of Applicant’s Agent</b></li> <li>• <b>2025-14 – Appointment and or Election of Official Functions</b></li> </ul> <p style="margin-left: 40px;"><b>Chair:</b> <u>Chelsea Tate</u></p> <p style="margin-left: 40px;"><b>Vice Chair:</b> <u>Wilson Stewart</u></p> <p style="margin-left: 40px;"><b>Voucher Delegation of Signing Authority for interim voucher runs:</b> <u>Patrick Pearson</u></p> <p style="margin-left: 40px;"><b>Board for Volunteer Firefighter Representative:</b> <u>Wilson Stewart</u></p> <p style="margin-left: 40px;"><b>Recording Secretary:</b> <u>Summer Luther</u></p>

12/08/25 - Regular Meeting

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

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**HIPAA Compliance Officer:** Krista Koester

**Records Request Custodian:** Katie Patti

**Finance Committee:** John Huntington and Wilson Stewart

**Planning Committee:** All Commissioners

- **2025-15 – Regular Scheduled Meeting Dates**
- **2025-16 – Key Bank Account Signers**

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

**New Business:**

**BIFD/NKFR Facilities Maintenance ILA:** Chief LaGrandeur met with Chief Moravec on this topic, and they feel it is appropriate to terminate the interlocal agreement on June 1, 2026. BIFD is hiring their own facilities maintenance person. Our current ILA expires on December 31, 2025. A new one has been drafted, effective January 1, 2026, and ending on June 1, 2026. This will allow for us to continue the current program as they hire their own facilities person and have some overlap to work with ours prior to terminating the agreement. The board unanimously agreed to move forward with agreement.

**Merger Study:** A merger orientation meeting took place on Wednesday, December 3, at the CKFR administration building. Chief LaGrandeur attended, along with Commissioners Pearson and Tate and two labor representatives from NKFR. The presentation included a history of the fire service in Kitsap County, describing the number of fire districts and mergers/consolidations that have taken place over the years. We have been invited to participate in a county-wide analysis to help determine if there are any merger opportunities that may be beneficial to the fire service here in Kitsap County. I am seeking guidance from the Board to be an active participant in this process or to decline. The board agreed to move forward with at least the first phase and will re-evaluate before moving any further.

**Chiefs Reports:**

**Chief LaGrandeur:** As we are near the end of 2025, it appears that our revenue is projected to be higher than anticipated. Since we may not have a second meeting this month, I'm requesting permission to transfer money to our capital fund before the end of December if it's determined we're able to do so. After talking with DAS Patti, I believe we could cancel the second meeting in December. I would ask that the Board consider cancelling. The board agreed to cancel the second meeting in December and approved the transfer of funds to our capital fund.

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**Chief Buchanan:** The call volume for November 2025 was 264 incidents. Of those, 72% were EMS, and 28% were non-EMS. No structure fires occurred in our district in November. We had 102 transports in November, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in November was 411.5 hours. FF Bob Davis and FF Michelle Stupay both have an anniversary and will move to Firefighter Step 2. Our new hire Chase Laubach was in last week to meet DAS Patti for his final pre-employment paperwork. He has a start date of January 1<sup>st</sup> and his first day on “A” shift will be January 3<sup>rd</sup>.

**Chief Abrigo:** We currently have a tentative switchover day for the generator at station 81 set for December 19<sup>th</sup>. We are still waiting to move forward with the fiber optic project at station 85, 87, and 89.

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

## **Good of the Order:**

Volunteer Curley shared that station 76 in Poulsbo had an open house this past weekend. He walked through and it is a completely different layout than ours. It is a split-level building, with stairs and he had learned that they will also be getting a new ladder truck soon. It was beautifully built.

Commissioner Pearson went to the Christmas tree lighting, and it had a great turnout. He had three people with him who helped, and Kate did an amazing job. Billy did a wonderful job giving virtual tours of the truck and was so positive when describing our organization. He thanked the department and personnel for all their help this year. CSS White did great with the Santa reading tonight and we have three more scheduled.

Commissioner Huntington thanked CSS White for all her efforts this year and for helping out with the Santa events.

Commissioner Stewart provided an apology for his email being hacked and thanked DAS Patti and our IT for being quick in their responses. He mentioned that we have 66 people RSVP'd for the holiday brunch this weekend which is a great turnout.

DAS Patti reminded everyone that our annual banquet is on January 31<sup>st</sup> at the Clearwater Resort and Casino, and to RSVP to Krista by January 15<sup>th</sup> via phone, email or in-person.

There being no further business to conduct, **the meeting was adjourned at 7:51 p.m.**

12/08/25 - Regular Meeting

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

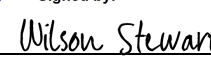
**Date:** 12/08/2025

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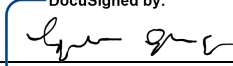
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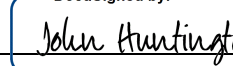
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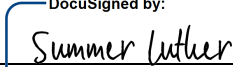
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Attest

12/08/25 - Regular Meeting

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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic	Motion	
<b>Acceptance of the Agenda</b>	Motion by Commissioner: Pearson	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 11/24/2025</b>	Motion by Commissioner: Tate	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>December Payroll: \$565,130.39</b>	Motion by Commissioner: Pearson	Motion to approve the December 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 11.5 for <b>\$779.14</b> BVA Batch 11.6 for <b>\$73.95</b> BVA Batch 12.1 for <b>\$253,418.24</b> BVA Batch 12.2 for <b>\$63,186.30</b> BVA Batch 12.3 for <b>\$121,428.96</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:
<b>Resolutions:</b> <b>2025-07 – Appointment of Investment Officer</b> <b>2025-08 – Revision of Auditing Procedures for Warrants</b>	Motion by Commissioner: Tate	Motion to approve the Resolutions as presented.

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<b>2025-09 – Revision of Auditing Procedures for Payroll</b> <b>2025-10 – Wire Transfer Authority</b> <b>2025-11 – Appointment of Auditing Officers</b> <b>2025-12 – Authorization Banking Administration Revision</b> <b>2025-13 – Designation of Applicant’s Agent</b> <b>2025-14 – Appointment and or Election of Official Functions</b> <b>2025-15 – Regular Scheduled Meeting Dates</b> <b>2025-16 – Key Bank Account Signers</b>	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 7:51 p.m.
	2 <sup>ND</sup> by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: