

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

**Date:** 01/12/2026

**Time:** 7:00 p.m.

**Place:** Virtual Meeting using Teams

**Meeting called to order by Chair Tate at 7:00 p.m.**

**Present:** Commissioner Tate, Commissioner Huntington, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, AC Buchanan, AC Abrigo, DAS Patti, DF Luther and family (Todd Dalrymple, and Aiden Luther), AA Koester and family (Jamie, Grace, and Henry Koester), FF Bergstrom, and Vol. Curley.

**Topic**

**Meeting Agenda:** The Board reviewed the meeting agenda. The agenda was approved as presented.

**Oath of Office:** The swearing in of Administrative Assistant Krista Koester, introduced by DAS Katie Patti, and Director of Finance Summer Luther, introduced by Chief LaGrandeur, was conducted by Commissioner Tate.

**Meeting Minutes:** A review of the meeting minutes from December 8, 2025, Regular Board Meeting was conducted. The minutes were approved as presented.

**Blanket Voucher Approval (BVA):** The following batches were presented for approval: **BVA Batch #12.4 for \$52,545.39**, and **BVA Batch #1.1 for \$304,722.24**. Commissioner Pearson provided an overview of the expenses

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

**New Business:**

**Certificate of Compliance (WFCA Health Care Program):** DAS Patti informed the board that the annual HSA/HRA requirement upon retirement must be met. The Washington Fire Commissioners Association (WFCA) requires documentation confirming that no more than 50% of total contributions will be allocated to the fund. This document requires the Chair's signature, which will represent approval on behalf of the entire board. The board unanimously approved the Chair's signature on the document.

**Chief Evaluation Committee:** Commissioner Tate mentioned that they would like to put a committee together for the Fire Chief's annual evaluation. The two on the committee will be Commissioner Pearson and Commissioner Gregory.

**Board Education: Fire District Components:** Commissioner Tate and Commissioner Gregory discussed adding a standing agenda item to the second board meeting of each month focused on board education. The purpose of this item would be to provide additional information on topics of interest to the Board, which may include current programs, budget-related items, and updates on projects or initiatives. Chief LaGrandeur confirmed his support for adding this item to the agenda and requested that board members submit proposed topics at least one

01/12/26 - Regular Meeting

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

**NORTH KITSAP FIRE & RESCUE  
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week in advance of the meeting to allow adequate preparation of discussion points. Commissioner Tate noted that this would provide added value by increasing the Board's understanding of departmental roles, responsibilities, personnel training, and major purchases or needs, such as PPE. Chief LaGrandeur mentioned that outside of the standing agenda item, he is always happy to have a meeting with any of the Commissioners to answer any questions they may have.

**Chiefs Reports:**

**Chief LaGrandeur:** The search for a new Executive Director at Kitsap 911 will begin soon as they have hired a company to conduct the process. Agencies will have a part in that process, which is still being designed. As part of its 2025 strategic initiatives, Kitsap 911 engaged Mission Critical Partners to evaluate the structure and effectiveness of the Board of Directors. The consultant conducted interviews with agency leadership, Kitsap 911 administration, and board members, and issued eight recommendations. Key recommendations include reducing the Board from 13 members to seven, changing the meeting day and location, and considering the establishment of term limits for board members. A Board retreat is scheduled for February 10, during which the study and potential actions will be discussed. The written report is available upon request.

Discussions with the Suquamish Tribe are ongoing. The most recently proposed agreement would require the Tribe to compensate the fire district for the value of the building if the agreement were terminated; no response has been received to date.

Representatives met with the Port Gamble S'Klallam Tribe in December to discuss service levels and current contract provisions. The district will continue working with the Tribe's Police Chief throughout the year to evaluate service needs and potentially renegotiate the contract.

The BIFD facilities maintenance interlocal agreement has been updated for 2026 and has been completed and signed.

**Chief Buchanan:** The department responded to 325 incidents in December 2025. Of these, 63% were EMS-related and 37% were non-EMS incidents. No structure fires occurred within the district during the month. A total of 114 patient transports were completed, with no transports to St. Anthony Hospital in Gig Harbor. Total overtime and compensatory time earned in December amounted to 446.5 hours. In 2025, the department responded to a total of 3,696 incidents. EMS calls accounted for 67% of responses, with the remaining 33% consisting of fire and other incidents. This represents a 6.9% decrease in total call volume compared to 2024. FF/PM Chase LauBach was hired and began his first day on A shift on January 3, 2026. FF/PM Michelle Stupay has returned from paramedic school and has resumed her regular assignment on B shift. It is anticipated that she will require approximately three months to complete the checkout process and be fully operational as a paramedic within Kitsap County.

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**Chief Abrigo:** The automatic transfer switch for the generator at Station 81 was completed last week. The next phase of the project will involve disconnecting the existing generator and installing the new generator. The department is currently awaiting DT Micro to resume work on the fiber optic project. Conduit installation at Station 87 has been completed, and Stations 85 and 89 are scheduled to be added to the fiber optic project in the next year's capital plan.

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

**EXECUTIVE SESSION:** Commissioner Tate announced that the Board will meet in an executive session pursuant to **RCW 42.30.110 (1)(g)** to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will be for 15 minutes. Commissioner Tate stated that Chief LaGrandeur and DAS Patti will join the executive session. She further stated that the Board will not be taking action following the adjournment.

**Called to Order:** 7:45 pm by Commissioner Tate

**Present:** Commissioner Huntington, Commissioner Tate, Commissioner Stewart, Commissioner Pearson, Commissioner Gregory, Chief LaGrandeur, and DAS Patti.

**Adjourned:** 8:00 p.m. by Commissioner Tate

*Commissioner Tate resumed the regular meeting at 8:00 p.m.*

**Executive Session Action:** No action taken.

**Good of the Order:**

Commissioner Gregory mentioned that she is excited for the annual banquet that is taking place at the end of this month. She also shared that Michele Laboda's last day of service is the 14<sup>th</sup> of January and had asked if there was anything being held at the station. DAS Patti and Chief LaGrandeur shared that the department is respecting Michele's wishes of not having an open house on her final day, but they are planning a final celebration get together for her with her consent and there will be more to come on that.

Commissioner Pearson mentioned that CSS White did a wonderful job with all things Santa related and that she was truly amazing with our community members.

There being no further business to conduct, **the meeting was adjourned at 8:04 p.m.**

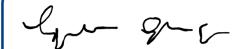
**NORTH KITSAP FIRE & RESCUE  
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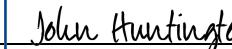
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Signed by:  
  
Chelsea Tate  
Commissioner  
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Lynn Grav  
Commissioner  
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Wilson Stewart  
Commissioner  
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John Huntington  
Commissioner  
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Patrick Pearson  
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

Topic	Motion	
<b>Acceptance of the Agenda</b>	Motion by Commissioner: Pearson  2 <sup>ND</sup> by Commissioner: Huntington  Carried/Vote	Motion to approve the agenda as presented.  Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 12/08/2025</b>	Motion by Commissioner: Gregory  2 <sup>ND</sup> by Commissioner: Stewart  Carried/Vote	Motion to approve the minutes as presented.  Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b>  BVA Batch 12.4 for <b>\$52,545.39</b>  BVA Batch 1.1 for <b>\$304,722.24</b>	Motion by Commissioner: Pearson  2 <sup>ND</sup> by Commissioner: Huntington  Carried/Vote	Motion to approve the BVAs as presented.  Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Gregory  2 <sup>ND</sup> by Commissioner: Pearson  Carried/Vote	Motion to adjourn the meeting at 8:04 p.m.  Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: