

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

Date: 11/13/2023

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Gregory at 7:00 p.m.		
Present: Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Neupert, Commissioner Pearson, Chief LaGrandeur, AC Buchanan, AC Abrigo, DAS Patti, DA Luther, PIO/CSS Laboda, BC Hickey, and Vol. Curley.		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
Meeting Agenda: The Board reviewed the meeting agenda. Chief LaGrandeur requested to add “WSRB Update” under New Business. DAS Patti requested to add “Comdata Fraud” under New Business. The agenda was amended Approved	*MSC	
2024 BUDGET HEARING The Budget Hearing was called to order at 7:02 p.m. by Chair Gregory in accordance with RCW 84.55.120.		
Budget Hearing: DAS Patti and Chief LaGrandeur reviewed the following items with the Board for the 2024 Budget: <ul style="list-style-type: none"> • Overview of Documents • Levy Certifications for Fire and EMS • Resolution 2022-20 – Fire Ordinance Resolution • Resolution 2022-21 – EMS Ordinance Resolution • Certification Summary • Resolution 2022-22 – Levy Request and Sequestering Request to Treasurer for Levied Funds • Documents provided by the County Assessor • Levy Rate Sheet from 2019 to present • 2024 Revenue Budget • 2024 Expense Budget 		
Public Comment: Chair Gregory called for public participation. There was none.		
The Budget Hearing was adjourned at 7:33 p.m.		
Meeting Minutes: A review of the meeting minutes from the October 23 rd , 2023, Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	

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Blanket Voucher Approval (BVA): The following batches were presented for approval: BVA Batch #11.1 for \$55,124.55 . Commissioner Stewart provided an overview of all the expenses. Approved	*MSC	
Payroll: DAS Patti presented the November Payroll for \$552,391.62 to the board. Approved.	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
Resolutions: The following Resolutions were presented for approval: Approved <ul style="list-style-type: none"> • Resolution 2023-19 – Transfer Funds from Capital to General Fund 	*MSC	
Chief's Report: Chief LaGrandeur: We are currently still working on finalizing contracts for both uniformed and non-uniformed bargaining units. The Kitsap Fire Chiefs have sent a letter to K911 SAB asking questions about budget concerns. It was unclear in their budget presentation if Prop 2 funding was being used for operations. This funding is supposed to be for the communications program including the new radio system, portable and mobile radios, and MTCs. It was answered that Prop 2 funding is not being used for operations. The 2024 budget shows an operating shortfall of \$2.354 million. This is accurate and being addressed by cutting operational costs wherever possible, delaying capital projects, using unanticipated revenues, and utilizing reserves. So far this year, revenues are higher than expected and expenditures are less, so the anticipated shortfall is expected to be less than anticipated. It was noted that Prop 2 funding is not being used to address any shortfalls. Another concern about the budget is that if they're short on funding it could result in higher agency fees. This did not happen for 2024. At this point, the Fire Chiefs are satisfied with the response from K911 and will continue to monitor funding their budget situation. Chief LaGrandeur explained that ILA's signatures are required by only the Fire Chief if it is an agreement between NKF&R and other fire agencies. If it is an agreement between NKFR and outside agencies, then it will require the signature of the Board of Commissioners. Chief LaGrandeur provided an update regarding the TEMS ILA. Chief Buchanan: The call volume for October 2023 was 305 incidents. Of those, 63% were EMS, and 37% were non-EMS. There was one structure fire in October. We had 112 transports in October, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in October was 875 hours. Of those hours, 153 of them are reimbursable due to Wildland deployments. Bainbridge Island medic overtime was a total of 48 hours for October. Our two new hires are doing well in the county fire academy. We received a brief progress		

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

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<p>report on them last week, and they are both at the top of the class academically. They both had positive reviews on their practical skills.</p> <p>Chief Abrigo: The capital project for painting the interior of Stations 81, 85, and 89 is still underway. We are currently still in phase 1 of the carport project. The gym floors in Stations 81, 85, and 89 have been completed. We are currently working on completing the winterizing of all stations. The emergency lights have been installed on the new BC rig. We are continuing with the MCT project, as we will have 2 left after this week. We have sold the boat to EJFR and all paperwork has been completed for that sale.</p>		
<p>Old Business:</p> <p>2022 Audit Update: DAS Patti informed the board that everything is currently in the review phase and that we are almost finished with the audit. Everything has gone smoothly so far and as we know more we will inform the board. We are hoping to have the audit completed at the beginning of December.</p> <p>Kitsap Risk Management Group ILA: Chief LaGrandeur presented the KRMG ILA to the board for approval. The board provided their unanimous approval of the ILA and agreed to move forward with signing the ILA.</p>		
<p>New Business:</p> <p>2024 Budget Approval:</p> <ul style="list-style-type: none"> • Resolution 2023-20 – Fire Ordinance Resolution • Resolution 2023-21 – EMS Ordinance Resolution • Resolution 2023-22 – Levy Request and Sequestering Request to Treasurer for Levied Funds • Bottom Line Revenue and Expense Budgets for 2024 <p>Darkhorse Fire Service Data Analytics: Chief LaGrandeur provided a brief overview of the analytics program. This program can be used for response diagnostics, deployment modeling, and reporting. It utilizes information from CAD and ERS. It has predictive modeling which will provide call volume growth and the effects of adding staffing to stations. Chief LaGrandeur provided a proposal for entering into a county-wide contract with other fire agencies. For 2024 this would cost NKF&R nothing. The idea is to use leftover funding from the Purvis altering project. K911 holds</p>	<p>*MSC</p>	

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<p>these funds and we've requested the ability to use them. BIFD is going to have an online presentation for this system in the next month and all agencies are invited to attend. He is looking for board approval to move forward with this venture. The board unanimously agreed to move forward with this venture for 2024 and will revisit it towards the end of 2024 to see how the program has benefited us throughout the year.</p> <p>WSRB Update: Chief LaGrandeur informed the board that last Thursday we received a letter from WSRB stating that they are nearly done with our evaluation and wanted to inform us that two areas we serve would see increases in their protection class rating. Port Gamble S'Klallam reservation will increase from 4 to 5. They did not provide some of the information requested. Their rating has no impact on that of our fire district. Properties that are within five road miles of only Staiton 87 will have an increase that is larger than anticipated. Chief stated that he is in the process of reaching out to other fire districts that have experienced this to gain an understanding of how they handled it and what could be applied to our situation. He will continue to work with WSRB to come up with solutions to the problems they have identified. We have until December 9th to respond to their letter.</p> <p>Comdata Fraud: DAS Patti informed the board that over the weekend our fuel cards were shut off. With further investigation this morning, it has come to our attention that our October payment to Comdata had been stolen while en route to its destination, and the funds were deposited into an account that did not belong to Comdata. We have filed all the necessary fraud reports and are hopeful to recoup the funds. Since Comdata has not received the payment they were only allowing a credit increase of \$500.00 to help us until they receive payment in full. The November payment will be mailed on 11/14/2023 and we will need to re-submit the October payment once the fraud reports have been completed.</p>		
<p><u>Committee Reports:</u> None</p>		
<p><u>Public Comment:</u> Chair Gregory called for public participation. There was none.</p>		
<p><u>Good of the Order:</u> DA Luther informed the board that the Annual Holiday Brunch will be on December 9th and to not forget to RSVP by December 1st. She will email the invitation to the board tomorrow morning.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 8:35 p.m. Approved</p>	<p>*MSC</p>	

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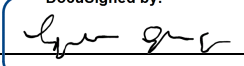
*Motion Moved / Seconded / Carried (See attached Motion Sheet)

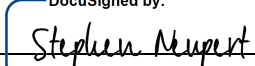
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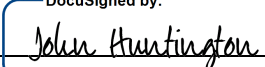
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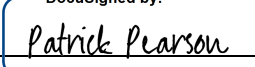
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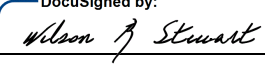
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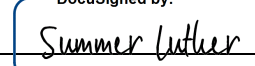
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the agenda as amended.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Approval of the Minutes for 10/23/2023	Motion by Commissioner: Stewart	Motion to approve the minutes as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Voucher Approval: BVA Batch 11.1 for \$55,124.55	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Payroll: \$552,391.62	Motion by Commissioner: Huntington	Motion to approve the payroll as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Resolutions: 2023-19 – Transfer Funds from Capital to General Fund	Motion by Commissioner: Stewart	Motion to approve the resolutions as presented.

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	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
2024 Budget Documents For Approval: <ul style="list-style-type: none"> • 2023-20 – Fire Ordinance Resolution • 2023-21 – EMS Ordinance Resolution • 2023-22 – Levy Request/Sequestering to Treasurer for Levied Funds Resolution • Bottom Line Revenue and Expense Budgets for 2024 	Motion by Commissioner: Huntington	Motion to approve the 2024 Budget Documents as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 8:35 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: