

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

Date: 12/11/2023

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, Vol. Hansen, and Vol. Curley.		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
Meeting Agenda: The Board reviewed the meeting agenda. Commissioner Gregory asked to amend the agenda to include an announcement after approval of the agenda. The agenda was amended. Approved	*MSC	
Chair Announcement: Commissioner Gregory wanted to express the board's recognition of Chief LaGrandeur's major accomplishment of graduating from the Executive Fire Officers program. They expressed their appreciation and how proud of him they are for his hard work and dedication to furthering his education while presenting him with a gift on behalf of the entire board.		
Meeting Minutes: A review of the meeting minutes from the November 27 th , 2023, Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Blanket Voucher Approval (BVA): The following batches were presented for approval: BVA Batch #12.1 for \$103,269.29 . Commissioner Stewart provided an overview of all the expenses. Commissioner Neupert requested clarification on the diesel pricing for APP. DAS Patti and Chief Abrigo will look into this and report the findings. Approved	*MSC	
Payroll: DAS Patti presented the December Payroll for \$508,596.07 to the board. Approved.	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
Resolutions: The following Resolution was presented for approval: Approved		
<ul style="list-style-type: none"> • Resolution 2023-23 – 2024 Regularly Scheduled Meeting Dates 	*MSC	

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<p><u>Chief's Report:</u></p> <p>Chief LaGrandeur: Informed the board that both the uniformed and non-uniformed bargaining unit contracts were approved and signed by all but one party. Once they have been signed, a final version will be distributed to all respective parties. A meeting with Chief Black from EJFR will be held on Wednesday to discuss the fleet services contract. They agreed to the proposal for the new fee schedule, but they would like to over some language in the contract. He will have the finalized version of the new contract for the Board to review as soon as it's ready.</p> <p>Chief Buchanan: The call volume for November 2023 was 311 incidents. Of those, 64% were EMS, and 36% were non-EMS. There was one structure fire in November. We had 106 transports in November, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in November was 897.25 hours. No hours are reported for Bainbridge Island overtime. Our two new hires are set to graduate from the Kitsap County fire academy. There will be a graduation ceremony this Friday, December 15th, at 13:00, located at the Keyport Auditorium.</p> <p>Chief Abrigo: The capital project for painting the interior of Stations 81, 85, and 89 is still underway. Phase 1 of the carport project was completed. The MCT project is still in progress as well.</p>		
<p><u>Old Business:</u></p> <p>2022 Audit Update - Completion: DAS Patti informed the board that the district has received a clean audit. The exit conference was today and went very well. They recommended that we should tighten our controls around direct deposit due to our fraud incident, which has already been done. The audit cost is expected to be around \$15,000 or less. We will complete payment for this audit at the beginning of the new year. DAS Patti thanked Commissioner Neupert and Commissioner Pearson for participating in the audit this year. Commissioner Pearson mentioned that the state auditor praised Katie for working hard during the audit and for everyone who helped get the information needed to Katie to complete the audit so quickly. They will publish our completed audit in a few weeks, which DAS Patti will send to everyone.</p> <p>Radio Project Update: Chief LaGrandeur reported that the Kitsap 911 board of directors voted to delay the approval of the radio project contract between Kitsap 911 and RACOM. A written response to the concerns presented by BIFD</p>		

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<p>was sent out by Richard Kirton, the Executive Director at Kitsap 911, on December 7th. A special meeting of the Kitsap 911 Board of Directors is scheduled for this Friday, December 15th, at 10:00 AM. This meeting is intended to discuss the radio contract. He will report back to the Board any results from this meeting and whether or not the contract is approved.</p> <p>Part-time Position for the Training Consortium: DAS Patti stated that since this will be a part-time person we want to double check with our benefits the rules surrounding having to offer benefits dependent on hours. Since we have a cafeteria benefits plan we are different than other districts so we want to be sure we are not jeopardizing our plan with one new hire. She has reached out to Brian Snure for his insight and recommendation on this issue before moving forward. She is hoping to hear back, but given that all is well with our benefits, we are ready to start advertising for and filling the position. Chief LaGrandeur stated that this position is one that all the fire districts that are taking part in the consortium will be making equal payments to cover the expenses including the salary/required deductions for this person. This person would be NKF&R's employee, which allows us to make the hiring decisions along with other decisions regarding their employment.</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></p> <p>Commissioner Gregory stated that we will be canceling our final meeting of the year due to the holiday and we will reconvene in January at our first regular board meeting of the new year.</p> <p>Commissioner Pearson provided all NKF&R members a gift from "Santa", which were beautiful cutting boards with the NKF&R logo embedded on them.</p> <p>Commissioner Stewart reported that he heard reports that the Holiday Brunch turned out wonderfully this year. He is proud of our department for putting it all together. He thanked DA Luther for her work on the invitations & design work, her communication with the venue for getting everything taken care of, and for making sure the event was well organized. He thanked Chief LaGrandeur for taking care of everything on the Chief's side for the event and for making sure everything stayed organized. Commissioner Stewart thanked Chief Buchanan for bringing</p>		

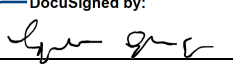
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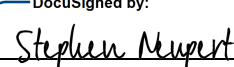
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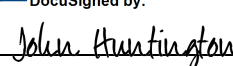
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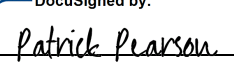
Place: Virtual Meeting using Teams

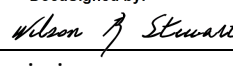
<p>everything needed for the event, including the payment. He also thanked Commissioner Neupert for all his assistance in getting the letters put together and mailed in time. We already have next year's Holiday Brunch date in place, which will be December 14th, 2024, at 11:00 AM. Commissioner Gregory thanked Commissioner Stewart for his leadership and his work in making sure this event came together smoothly.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:38 p.m. Approved</p>	<p>*MSC</p>	

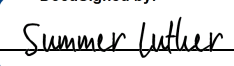
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the agenda as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Approval of the Minutes for 11/27/2023	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Voucher Approval: BVA Batch 12.1 for \$103,269.29	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Payroll: \$508,596.07	Motion by Commissioner: Huntington	Motion to approve the payroll as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	

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Resolutions: 2023-23 – 2024 Regularly Scheduled Meeting Dates	Motion by Commissioner: Pearson	Motion to approve resolution 2023-23 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 7:38 p.m.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: