

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

Date: 03/11/2024

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 Pearson, Chief LaGrandeur, AC Buchanan, AC Abrigo, DAS Patti, DA Luther, PIO/CSS Laboda, B-Shift Personnel, Vol. Curley, Vol. Hansen, Chelsea Tate, and Eric Arntson.		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
Meeting Agenda: The Board reviewed the meeting agenda. The agenda was approved as presented. Approved	*MSC	
OATH OF OFFICE: The swearing in of Firefighter Michele Stupay, introduced by Lieutenant Robichaux, was conducted by Commissioner Gregory	*MSC	
Meeting Minutes: A review of the meeting minutes from the February 26, 2024, Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Blanket Voucher Approval (BVA): The following batch was presented for approval: BVA Batch #3.1 for \$40,834.90. Commissioner Huntington provided an overview of all the expenses. Approved	*MSC	
Payroll: DAS Patti presented the March Payroll for \$605,456.29 to the board. Approved.	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
<u>New Business:</u>		
Board of Commissioner Vacancy Discussion and Action: Commissioner Gregory led the discussion regarding the Commissioner vacancy. The Board of Commissioners nominated two candidates for the position: Chelsea Tate and Eric Arentson which was motioned by Commissioner Pearson and seconded by Commissioner Huntington. They collectively decided to have a special meeting on March 27 th , 2024, to review applications and interviews will be conducted at our regularly scheduled board meeting on April 8 th , 2024. The requested items to be turned in from applicants that are interested in the position are a cover letter and a resume. The Board of Commissioners collectively approved the Vacancy Announcement which will be posted first thing, tomorrow morning. This was motioned by Commissioner Pearson and seconded by Commissioner Huntington. It will be posted until March 27 th at 4:00 p.m. Each Commissioner will select three questions off the list provided for the interviews and they will decide at the special meeting which questions they will move forward with.	*MSC	

03/11/24 - Regular Meeting

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

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<p>Appointment Discussion for the Elected and Committee Assignments: DAS Patti explained to the board that with Commissioner Neupert’s passing, we now have a vacancy to fill for the Board of Volunteer Firefighter representative appointment as it is an elected position. We will also need to fill the Finance Committee vacancy. Commissioner Gregory stated that she would like to temporarily appoint a board member, and once the new Commissioner takes their oath, she would like to re-evaluate the committee appointments. Commissioner Pearson stated that he will fill the Finance Committee vacancy. Commissioner Stewart was nominated and seconded for the Board for Volunteer Firefighters representative.</p>		
<p>Chief’s Report:</p> <p>Chief LaGrandeur: Informed the board that the current Acting Director Maria Jameson-Owens at Kitsap 911 is interested in being the Executive Director and has the support of her executive staff and the Union representing the dispatchers. Kitsap 911 is currently considering conducting a nationwide search for a new Executive Director. The Board of Directors are currently forming a committee to analyze the Executive Director job description, collect information from stakeholders, and determine the best course of action going forward. We have selected a candidate for the training consortium and a conditional offer was made and accepted. Our new employee’s name is Sadie Jones, and she will be starting on March 26th, 2024. We currently have an open Fleet Supervisor position which has been filled in an acting capacity by Aaron Sutherland. We will conduct a process to fill the position which will include reviewing the job description, qualifications, and interviews. We will have that completed by the next BOC meeting and will report on the outcome.</p> <p>Chief Buchanan: The call volume for February 2024 was 288 incidents. Of those, 63% were EMS, and 36% were non-EMS. We had no structure fires in our district in February. We had 109 transports in February, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in February was 379 hours. One of our members will have a step increase this month, FF Jeff Gabriel has successfully passed his probationary period and will move to step one. Lt. Jack Meikle has notified us that his final day of service will be March 31st, 2024.</p> <p>Chief Abrigo: The interior painting project for Stations 81, 85, and 89 has been successfully completed. On February 18th there was a pre-construction report that was conducted on the new engine. Change orders have been requested by the shift committee for safety reasons. There are concerns regarding the awkward height of pre-connect hoses, which poses risks for firefighters. To mitigate potential injuries, a request has been made to lower the placement of</p>		

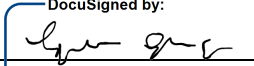
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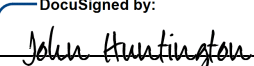
Place: Virtual Meeting using Teams

<p>the pre-connect hoses. Mechanics have proposed a change order for a stouter bumper and upgraded Whelen lights. Standardizing the lights across all units will streamline maintenance and operations. There are significant portions of the electrical system within the training tower that have corroded. A few items we will be upgrading within the tower are light switches and plugs, as well as transitioning to LED lights to improve efficiency. We have contacted Highland Inspection Service due to some complaints about air quality concerns. Testing will be conducted next week at Stations 81, 84, 85 and 89 to assess environmental conditions and ensure the safety of our personnel.</p>		
<p>Public Comment: Chair Gregory called for public participation. There was none.</p>		
<p>Good of the Order:</p> <p>Commissioner Pearson asked how many personnel we did have make the climb at the Columbia Tower over the weekend. PIO Laboda confirmed that it was 5 people. He thanked the firefighters for their support and thanked PIO Laboda for the updates throughout the day. He also appreciated the turnout at Commissioner Neupert’s memorial service.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:40 p.m. Approved</p>	<p>*MSC</p>	

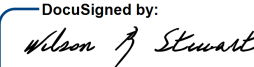
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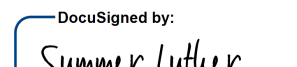
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Stewart	Motion to approve the agenda as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Approval of the Minutes for 02/26/2024	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Voucher Approval: BVA Batch 3.1 for \$40,834.90	Motion by Commissioner: Huntington	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Payroll: \$605,456.29	Motion by Commissioner: Pearson	Motion to approve the payroll as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 7:40 p.m.

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	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: