

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

**Date:** 03/25/2024

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

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Gregory at 7:00 p.m.</b>		
<b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, Commissioner Pearson, Chief LaGrandeur, AC Buchanan, AC Abrigo, DAS Patti, PIO/CSS Laboda, BC Hickey, Vol. Curley, Vol. Hansen, Chelsea Tate, and Eric Arntson.		
<b>Excused:</b> DA Luther		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. The agenda was approved as presented. <b>Approved</b>	<b>*MSC</b>	
<b>Meeting Minutes:</b> A review of the meeting minutes from the March 11, 2024, Board Meeting was conducted. There was a spelling correction made and the minutes were approved as amended. <b>Approved</b>	<b>*MSC</b>	
<b>Blanket Voucher Approval (BVA):</b> The following batches were presented for approval: <b>BVA Batch #3.2</b> for <b>\$273,285.44</b> , <b>BVA Batch #3.3</b> for <b>\$79,186.05</b> , <b>BVA Batch #3.4</b> for <b>\$47,242.14</b> , <b>BVA Batch #4.1</b> for <b>\$3,899.78</b> , and <b>BVA Batch #4.2</b> for <b>\$155.25</b> Commissioner Stewart provided an overview of all the expenses. <b>Approved</b>	<b>*MSC</b>	
<b>Special Payroll:</b> DAS Patti presented and explained the Special Payroll of <b>\$17,620.91</b> to the board which is for the retirement of one of our members. <b>Approved.</b>	<b>*MSC</b>	
<b>Public Comment:</b> Chair Gregory called for public participation. There was none.		
<b>Old Business:</b>		
<b>Commissioner Vacancy Update:</b> Commissioner Gregory announced that as of today we have two official candidates and that our plan is to have a special meeting on Wednesday as advertised. The closing for the position will close tomorrow at 4:00 p.m. At the special meeting we will discuss and select our interview questions for the applicants which we will hold interviews with on April 8 <sup>th</sup> , 2024. We will be filling the vacancy on April 8 <sup>th</sup> as well.		
<b>Update on Fleet Supervisor Position:</b> Chief LaGrandeur announced that Aaron Sutherland will be promoted to the position of Fleet Supervisor effective April 1 <sup>st</sup> .		
<b>Darkhorse Contract:</b> Chief LaGrandeur informed the board that this program is a data analytics program to be used county-wide except for BIFD and CKFR will be the host agency. There will be no payment for 2024 due to there being	<b>*MSC</b>	

03/25/24 - Regular Meeting

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

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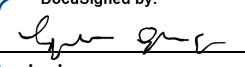
<p>leftover funds from the digital dispatch project through Kitsap 911 but if we continue to be part of the contract in 2025 there will be an annual fee of \$10,000.00. The board collectively decided to move forward with the contract.</p>		
<p><b><u>New Business:</u></b></p> <p><b>Update on Vehicle Purchase:</b> Chief LaGrandeur met with the budget committee on March 19<sup>th</sup>, to discuss a proposal for vehicle purchases. We need a facilities maintenance truck due to adding our second facilities maintenance personnel. They are currently using the truck assigned to our Training Officer who has in return been assigned to one of our old Ford Excursions. We are also in need of a service bed for our fleet maintenance truck which allows our personnel to haul tools and equipment safely and securely. The last item that we need to purchase is a utility trailer with dumping capabilities. This can be used for facilities and fleet maintenance for hauling/loading/unloading of tools, equipment, supplies, etc. The total cost for all three is approximately \$120,000.00. The price may vary once final prices are obtained compared to original quotes. Our total current budget for vehicle purchases in 2024 is \$150,000.00 which we will stay at or below the budgeted amount.</p>		
<p><b><u>Public Comment:</u></b> Chair Gregory called for public participation. There was none.</p>		
<p><b><u>Good of the Order:</u></b></p> <p>Commissioner Stewart informed the board that the KCFCFA will hold their regular monthly meeting tomorrow night via zoom at 7:00 p.m. The Acting Director of Kitsap 911 will be presenting.</p> <p>Commissioner Pearson asked if we have a replacement for the members who have retired. Chief LaGrandeur stated that we had anticipated for one of the members to retire, but not for the other therefore we will need to start the hiring process to fill the vacancy. Chief LaGrandeur will provide updates as we move along throughout the process.</p> <p>Commissioner Huntington will be participating via Teams at our special meeting on Wednesday.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:23 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

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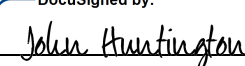
**Date:** 03/25/2024

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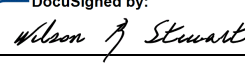
**Place:** Virtual Meeting using Teams

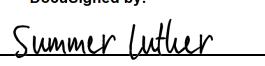
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

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: Stewart	
	Carried/Vote	
<b>Approval of the Minutes for 03/11/2024</b>	Motion by Commissioner: Stewart	Motion to approve the minutes as amended.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	
<b>Voucher Approval:</b> BVA Batch 3.2 for <b>\$273,285.44</b> BVA Batch 3.3 for <b>\$79,186.05</b> BVA Batch 3.4 for <b>\$47,242.14</b> BVA Batch 4.1 for <b>\$3,899.78</b> BVA Batch 4.2 for <b>\$155.25</b>	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Special Payroll: \$17,620.91</b>	Motion by Commissioner: Pearson	Motion to approve the special payroll as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	

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<b>Darkhorse Contract</b>	Motion by Commissioner: Stewart	Motion to approve the contract as presented.
	2 <sup>ND</sup> by Commissioner: Pearson	
	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 7:23 p.m.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: