

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

**Date:** 04/08/2024

**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, DA Luther, PIO/CSS Laboda, BC Murray, BC Hickey, Lt. Osera, FF/PM Thompson, FF Bergstrom, A Shift Personnel, Vol. Curley, Vol. Hansen, Commissioner Uberuaga (Poulsbo Fire Dept.), Eric Arntson, and Chelsea Tate.		
<u><b>Topic</b></u>	<u><b>Action</b></u>	<u><b>Assigned/ Deadline</b></u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. The agenda was approved as presented. <b>Approved</b>	<b>*MSC</b>	
<b>OATH OF OFFICE:</b> The swearing in of Firefighter Robert Davis, introduced by Assistant Chief Buchanan, was conducted by Commissioner Gregory		
<b>COMMISSIONER VACANY:</b> The Board of Commissioners completed the candidate interviews for Eric Arntson, and Chelsea Tate.		
<b>EXECUTIVE SESSION:</b>		
Commissioner Gregory announced that the Board will meet in executive session pursuant to <b>RCW 42.30.110 (1)(h)</b> to evaluate candidates for appointment to elective office. The executive session will be for 30 minutes. She further stated that the Board will be taking action following adjournment.		
<b>Called to Order:</b> 7:34 pm by Commissioner Gregory		
<b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Stewart, and Commissioner Pearson		
<b>Adjourned:</b> 8:04 pm by Commissioner Gregory		
<i>Commissioner Gregory resumed the regular meeting at 8:04 pm</i>		
<b>Executive Session Action:</b> The board appointed Chelsea Tate to fill the Commissioner vacancy.		
<b>New Business:</b>		
<b>Announce Newly Appointed Commissioner:</b> The board announced that after careful consideration, and thoughtful deliberation, they have appointed Chelsea Tate as NKF&R's newest Commissioner to fill the vacant position.	<b>*MSC</b>	

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

**Date:** 04/08/2024

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

**Place:** Virtual Meeting using Teams

<b>Meeting Minutes:</b> A review of the meeting minutes from the March 25, 2024, Regular Board Meeting, and the March 27, 2024, Special Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	<b>*MSC</b>	
<b>Blanket Voucher Approval (BVA):</b> The following batches were presented for approval: <b>BVA Batch #4.3</b> for <b>\$85,917.46</b> . Commissioner Stewart provided an overview of all the expenses. <b>Approved</b>	<b>*MSC</b>	
<b>Payroll:</b> DAS Patti presented the April Payroll for <b>\$531,930.59</b> to the board. <b>Approved.</b>	<b>*MSC</b>	
<b>Public Comment:</b> Chair Gregory called for public participation. There was none.		
<p><b>Chief's Report:</b></p> <p><b>Chief LaGrandeur:</b> We are currently beginning the process to hire two firefighters and promote a Lieutenant. This is due to a recent retirement and a personnel update that A/C Buchanan will discuss. The Kitsap 911 Board of Directors is close to making a decision about the Executive Director position. He will keep the board informed of who that will be.</p> <p><b>Chief Buchanan:</b> The call volume for March 2024 was 273 incidents. Of those, 70% were EMS, and 30% were non-EMS. We had one structure fire in our district in March. We had 104 transports in March, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in March was 505.5 hours. No hours are reported for Bainbridge Island overtime. Probationary firefighter Steven Baron resigned as a firefighter on "A Shift" which created another vacancy that will be filled during the hiring process as previously mentioned by Chief LaGrandeur.</p> <p><b>Chief Abrigo:</b> We have initiated contact with Kendall Chevrolet regarding the facility vehicle project and are currently in the process of acquiring the necessary vehicle for our facility. Regarding the dump trailer project, we have finalized the purchase with Trailers Plus Tacoma and anticipate picking up the trailer on Wednesday. Highland Inspection Service conducted environmental testing across all the stations. There were no concerning findings detected at Stations 81, 84, and 89. Station 85 exhibited elevated levels which we have promptly initiated mitigating procedures to fix any issues found.</p>		
<b>Public Comment:</b> Chair Gregory called for public participation. There was none.		
<b>Good of the Order:</b> None		

04/08/24 - Regular Meeting

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

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

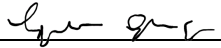
**Date:** 04/08/2024

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

**Place:** Virtual Meeting using Teams

There being no further business to conduct, <b>the meeting was adjourned at 8:19 p.m. Approved</b>	<b>*MSC</b>	
--	-------------	--

DocuSigned by:



Commissioner  
E193B3C6DE84B2...

DocuSigned by:



Commissioner  
F1CC0EFCB9DB477...

DocuSigned by:



Commissioner  
E1A91A97301F4DE...

Commissioner

DocuSigned by:



Commissioner  
70A99FD83D480...

DocuSigned by:



Attest  
C0E9888E2A9140B...

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

**Date:** 04/08/2024

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

**Place:** Virtual Meeting using Teams

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Huntington	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
<b>Commissioner Appointment</b>	Motion by Commissioner: Huntington	Motion to approve of the newly appointed Commissioner.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	
<b>Approval of the Minutes for 03/25/24 &amp; 03/27/24</b>	Motion by Commissioner: Pearson	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Voucher Approval:</b> BVA Batch 4.3 for <b>\$85,917.46</b>	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Payroll: \$531,930.59</b>	Motion by Commissioner: Pearson	Motion to approve the payroll as presented.

04/08/24 - Regular Meeting

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

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

**Date:** 04/08/2024

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

**Place:** Virtual Meeting using Teams

	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Huntington	Motion to adjourn the meeting at 8:19 p.m.
	2 <sup>ND</sup> by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: