

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

Date: 09/09/2024

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, Commissioner Tate, Chief LaGrandeur, AC Abrigo, AC Buchanan, DAS Patti, DA Luther, BC Murray, and Vol. Curley. Excused: PIO/CSS Laboda		
<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	
Meeting Minutes: A review of the meeting minutes from the August 12 th , 2024, Regular Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Payroll: The September Payroll of \$578,646.16 , the OA August Payroll of \$4,996.07 & the August Special Payroll of \$4,202.41 were presented to the board. DAS Patti explained the special payroll was for one of our new hires that we were waiting on final paperwork to process. Approved.	*MSC	
Blanket Voucher Approval (BVA): The following batches were presented for approval: BVA Batch #8.2 for \$265,306.86, BVA Batch #8.3 for \$81,540.72, BVA Batch #8.4 for \$1,459.44, BVA Batch #8.5 for \$1,830.24, BVA Batch #8.6 for \$1,039.82, BVA Batch #8.7 for \$162.06, BVA Batch #8.8 for \$89,323.75 and BVA Batch #9.1 for \$90,091.58. Commissioner Stewart provided an overview of all the expenses. Approved	*MSC	
Public Comment: Chair Gregory called for public participation. There was none.		
<u>New Business:</u>		
2023 State Audit: DAS Patti informed the board that we have begun the 2023 State Audit, and we are hoping to be done by November. We will need a board representative throughout the audit process and the first order of business will be that they will need to complete a risk assessment. Commissioner Stewart stated that he would like to be the representative and the board agreed.		
<u>Chief's Report:</u>		
Chief LaGrandeur: Provided an update regarding Kitsap 911 and their process for dissolving the Executive Committee. The Board of Directors will be meeting more frequently and will take over the functions currently done by the Executive Board.		

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<p>This new plan will take place beginning January of 2025 to accommodate for planning of a new meeting schedule and the transition of work to the Board. The Fire Chiefs have completed their process to select a new Training Consortium Chief and the position has been offered to Jon Gudmundsen, who is currently a Division Chief at South Kitsap Fire & Rescue. This will take effect January 1, 2025, although Chief Gudmundsen, who is currently assigned part-time to the consortium, will be working with Chief Post to ensure a smooth transition. Budget preparation is underway, and we have received all requests for 2025. Our first meeting to start reviewing and analyzing numbers is tomorrow and he will be reaching out to the finance committee members as soon as we have a preliminary budget prepared for their review. We are currently still waiting on the final numbers from the county assessor’s office, but what we have now is good to begin the process knowing that we may need to make some minor adjustments. Kitsap County is currently updating its comprehensive plan and has requested capital needs information from the fire departments in the county. He is currently working on putting this information into a capital needs plan to present to the Board of Commissioners at the first meeting in October. Mark Cooney has separated from service at North Kitsap Fire & Rescue. This means that we need to promote a lieutenant and hire one firefighter. Chief expressed his gratitude for Mark’s service to our fire district and wished him and his family the best for their future.</p> <p>Chief Buchanan: The call volume for August 2024 was 320 incidents. Of those, 63% were EMS, and 37% were non-EMS. We had one structure fire in our district in August. We had 118 transports in August, which does not include transports by mutual aid agencies or airlifts. The total hours of overtime/comp time earned in August was 1,851.25 hours, of which 699.75 hours will be reimbursed by DNR/WSP for wildland mobilization. Two of our firefighters have deployed with the brush 85 rig to the Huckleberry Fire in southwest Washington. PIO Laboda has also deployed to the Buck Creek fire in southeastern Oregon. Last Thursday, we interviewed a potential lateral candidate and on September 18th we have an interview process which will create our next firefighter eligibility list.</p> <p>Chief Abrigo: The permit for the carport project has been delayed and the county is currently requesting a geo test be completed. The construction for Station 89’s 10x6 patio cover has been completed and they have begun construction on the 10x10 patio cover for Station 85. We are currently waiting for Kitsap 911 to verify that the radio programming is correct in the new BC Rig. The facility vehicle project is also completed and fully operational.</p>		
<p>Public Comment: Chair Gregory called for public participation. There was none.</p>		

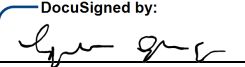
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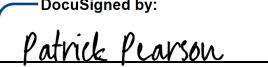
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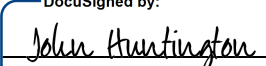
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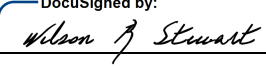
<p>Good of the Order: Volunteer Curley provided an update regarding our tender operation Roy Thornton. The board will be getting a card signed and sent to Roy and his family.</p> <p>Commissioner Pearson stated that we were well represented at the Kitsap County Fire Commissioners regular monthly meeting.</p> <p>Commissioner Gregory mentioned the WFCFA Annual Conference and asked if everyone who will be attending have made sure all their travel arrangements have been set. Everyone stated that they are ready to go.</p>		
<p>There being no further business to conduct, the meeting was adjourned at 7:37 p.m. Approved</p>	<p>*MSC</p>	

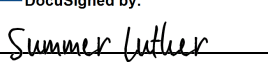
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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
ACTION ITEMS**

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the agenda as presented.
	2 ND by Commissioner: Pearson	
	Carried/Vote	
Approval of the Minutes for 08/12/2024	Motion by Commissioner: Tate	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Voucher Approval: BVA Batch 8.2 for \$265,306.86 BVA Batch 8.3 for \$81,540.72 BVA Batch 8.4 for \$1,459.44 BVA Batch 8.5 for \$1,830.24 BVA Batch 8.6 for \$1,039.82 BVA Batch 8.7 for \$162.06 BVA Batch 8.8 for \$89,323.75 BVA Batch 9.1 for \$90,091.58	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	

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September Payroll: \$578,646.16 OA August Payroll: \$4,996.07 August Special Payroll: \$4,202.41	Motion by Commissioner: Huntington	Motion to approve the August payroll as presented.
	2 ND by Commissioner: Tate	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 7:37 p.m.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: