

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

Date: 11/12/2024

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

<p>Meeting called to order by Vice Chair Huntington at 7:00 p.m. Present: Commissioner Huntington, Commissioner Stewart, Commissioner Pearson, Commissioner Tate, Chief LaGrandeur, AC Abrigo, AC Buchanan, DA Luther, DAS Patti, PIO/CSS Laboda, Lt. Harrison Hause and Family (Fred Hause, Steve John, Carol John-Hause), B-Shift Personnel, C-Shift Personnel, NKF&R Volunteers, Paige Cooper, and Patricia Cryder. Excused: Commissioner Gregory</p>
<p style="text-align: center;"><u>Topic</u></p>
<p>Meeting Agenda: The Board reviewed the meeting agenda. The agenda was approved as presented.</p>
<p>OATH OF OFFICE: The swearing in of Lieutenant Harrison Hause, introduced by FF/PM Kaleb Murray, was conducted by Commissioner Huntington.</p>
<p>2025 BUDGET HEARING The Budget Hearing was called to order at 7:10 p.m. by Vice Chair Huntington in accordance with RCW 84.55.120.</p>
<p>Budget Hearing: Chief LaGrandeur and DAS Patti reviewed the following items with the Board for the 2025 Budget:</p> <ul style="list-style-type: none">• Overview of Documents• Levy Certifications for Fire and EMS• Resolution 2024-05 – Fire Ordinance Resolution• Certification Summary• Resolution 2024-06 – Levy Request and Sequestering Request to Treasurer for Levied Funds• Documents provided by the County Assessor• Levy Rate Sheet from 2020 to present• 2025 Revenue Budget• 2025 Expense Budget
<p>Public Comment: Vice Chair Huntington called for public participation. There was none.</p>
<p>The Budget Hearing was adjourned at 7:41 p.m.</p>
<p>Meeting Minutes: A review of the meeting minutes from the October 28th, 2024, Regular Board Meeting was conducted. The minutes were approved as presented. Approved</p>

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Payroll: The November Payroll of **\$551,863.56**, and the OA October Payroll of **\$4,827.73** were presented to the board.

Blanket Voucher Approval (BVA): The following batches were presented for approval: **BVA Batch #10.5** for **\$987.56**, **BVA Batch #10.6** for **\$159.54**, **BVA Batch #11.2** for **\$590,551.22**, **BVA Batch #11.3** for **\$238,347.40**, and **BVA Batch #11.4** for **\$76,832.63**. Commissioner Stewart provided an overview of all the expenses.

Public Comment: Vice Chair Huntington called for public participation. There was none.

Resolution: The following resolution was presented to the board for approval.

- Resolution 2024-07 – Declaration of Surplus Equipment

Old Business:

Bromm Estate: Chief LaGrandeur reported that Johannes Bromm updated his will and that we are no longer named as a beneficiary. This was discovered when Chief contacted the attorney’s office to inquire about the will, and we also received written correspondence confirming this as well.

New Business:

2025 Budget Approval:

- Resolution 2024-05 – Fire Ordinance Resolution
- Resolution 2024-06 – Levy Request and Sequestering Request to Treasurer for Levied Funds
- Bottom Line Revenue and Expense Budgets for 2025

Memorandum of Understanding 24-01: Chief LaGrandeur presented MOU 24-01 to the board for approval. This MOU has been drafted to address the overtime callback for the Firefighter/Paramedic position. We have limited depth in that position compared to others and we’re proposing that the Lieutenants with paramedic certifications be included as part of the group eligible to fill the firefighter/paramedic position on overtime. The callback schedule for that position would include the Lieutenant/Paramedics as noted in the MOU.

Memorandum of Understanding 24-02: Chief LaGrandeur presented MOU 24-02 to the board for approval. This MOU has been drafted to increase the ability to utilize available staffing with the intent of avoiding force-hiring personnel. This MOU would allow for certain positions to

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be moved and then overtime hiring done for a different position that would not require a force-hire. The intent of this is to allow as much movement as possible to maintain minimum staffing while avoiding fore-hiring.

Chiefs Report:

Chief LaGrandeur: The Kitsap Department of Emergency Management has asked us to sign an interlocal agreement for the use of RAVE, a mass communication program used to send out public and agency messaging. We asked our insurance company, Enduris, to review the section that states the user agency will have liability insurance to protect against losses and risks arising out of or related to the access and use of the Alert System and are still waiting for a response. He would like to recommend that we wait to sign the ILA until this has been confirmed.

The EMS task force with St. Michaels Medical Center (SMMC) has been reestablished to work on patient transfers at the emergency room. Due to this the extended wait times and the frequency that they are taking place are both increasing. They are actively meeting with them twice a month to address any issues related to wait times, transfers, and to maintain communication. The new tower at SMMC is scheduled to be open in December of 2025.

The accountability and financial audit for fiscal year 2023 has been completed. We once again have a clean audit with no recommendations or findings. Chief thanked Katie and her team for their work during the audit and more importantly maintaining outstanding records and practices. Finishing the audit in the timeframe that we did means that we are saving \$3,000 because there are no additional meetings needed.

Chief Buchanan: The call volume for October 2024 was 356 incidents. Of those, 65% were EMS, and 35% were non-EMS. We had one structure fire in our district in October. We had 130 transports in October, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in October was 845.2 hours. We have offered two conditional offers of employment for two Firefighter positions. They both accepted and are currently starting the pre-employment process. Their expected start date is January 1st, 2025. The current fire academy graduation is set for December 13th.

Chief Abrigo: We completed the concrete work for the shed and driveway at St. 89. We are still working on the carport project here at St. 81. We had to resubmit the scale plot drawing to the County and are waiting for their approval. We have completed the exterior lighting project at St. 85 and St. 89, which we switched those lights to LED. We are still waiting for an estimation for the completion of the work being done on Marine 81.

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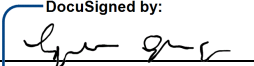
Place: Virtual Meeting using Teams

Public Comment: Vice Chair Huntington called for public participation. There was none.

Good of the Order:

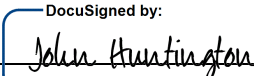
DAS Patti wanted to take a moment to recognize Summer Luther for being elected Chair of the Washington Fire Administrative Support section of the Washington Fire Chiefs. She wanted to congratulate her on fulfilling this role, for representing our District, and for being a voice for all the agencies throughout the State.

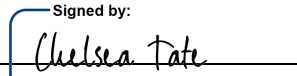
There being no further business to conduct, **the meeting was adjourned at 8:08 p.m.**

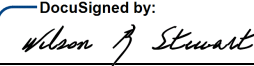
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Commissioner DE84B2...

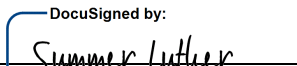
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Commissioner Pearson EFCB9DB477...

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Commissioner Huntington 01F4DE...

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Commissioner Tate ECD1CC06414...

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Commissioner Stewart 03D480...

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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 10/28/2024	Motion by Commissioner: Tate	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
November Payroll: \$551,863.56 PT OA October Payroll: \$4,827.73	Motion by Commissioner: Pearson	Motion to approve the agenda as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	
Voucher Approval: BVA Batch 10.5 for \$987.56 BVA Batch 10.6 for \$159.54 BVA Batch 11.2 for \$590,551.22 BVA Batch 11.3 for \$238,347.40 BVA Batch 11.4 for \$76,832.63	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	
Resolution 2024-07 – Declaration of Surplus Equipment	Motion by Commissioner: Stewart	Moved to approve the Resolution as presented.

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	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2024-05 – Fire Ordinance Resolution Resolution 2024-06 – Levy Request and Sequestering Request to Treasurer for Levied Funds Bottom Line Revenue and Expense Budgets for 2025	Motion by Commissioner: Tate	Moved to approve the 2025 Budget Resolutions and Revenue/Expense Budget for 2025 as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Memorandum of Understanding 24-01	Motion by Commissioner: Pearson	Moved to approve MOU 24-01 as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Memorandum of Understanding 24-02	Motion by Commissioner: Pearson	Moved to approve MOU 24-02 as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the meeting at 8:08 p.m.
	2 ND by Commissioner: Tate	
	Carried/Vote	