

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

Date: 12/09/2024

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, DA Luther, DAS Patti, PIO/CSS Laboda, and Vol. Curley.

Topic

Meeting Agenda: The Board reviewed the meeting agenda. The agenda was amended to include Chiefs Report after Old Business.

Meeting Minutes: A review of the meeting minutes from the November 25th, 2024, Regular Board Meeting was conducted. The minutes were approved as presented.

Payroll: The December Payroll of **\$695,718.09** was presented to the board. The payroll was approved as presented.

Blanket Voucher Approval (BVA): The following batches were presented for approval: **BVA Batch #12.1** for **\$147,873.31**, **BVA Batch #12.2** for **\$229,293.37**, and **BVA Batch #12.3** for **\$77,681.81**. Commissioner Stewart provided an overview of all the expenses.

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

RESOLUTION 2024-08 – Appointment and or Election of Official Functions for North Kitsap Fire and Rescue.

All positions are for a two-year term (Years 2025 & 2026)

- **Chair-** John Huntington was nominated and seconded for the Board Chair
- **Vice-Chair-** Chelsea Tate was nominated and seconded for the Vice Chair
- **Voucher Delegation of Signing Authority for Interim Voucher-** Patrick Pearson was nominated and seconded for Voucher Delegation of Signing Authority for Interim Voucher Runs
- **Board for Volunteer Firefighter Representative-** Wilson Stewart was nominated and seconded for Board for Volunteer firefighter representative

Appointments: All appointments were agreed upon.

Recording Secretary: DA Luther

HIPAA Compliance Officer: Secretary Todd

Records Request Custodian: DAS Patti

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Committee Assignments:

Planning Committee: Gillian Gregory, John Huntington, Patrick Pearson, Wilson Stewart, Chelsea Tate

Finance Committee: Wilson Stewart and Chelsea Tate

Old Business:

RAVE ILA: Chief LaGrandeur informed the board that the Kitsap County DEM asked all the user/participating agencies who use the mass communications system to sign the ILA. There was a clause that had to do with insurance coverage, which he sent it to Enduris for review, which our policy covers the requirements of the ILA. Chief LaGrandeur is asking the board to move forward with signing the ILA. The board unanimously agreed to sign the ILA which was done in person.

Chiefs Report:

Chief LaGrandeur: Provided the board with an update on our current hiring process. We have had interest from several personnel who want to attend paramedic school, and the district has an interest in adding firefighter/paramedics to our staffing. We have drafted an MOU that would allow for us to send personnel to school while employed with NKF&R. This MOU is dependent upon reaching an agreement with the Unio and getting members accepted to a program, in which we do have one member who has already been accepted and starts in January. We are hopeful that we can complete the agreement prior to the firefighter leaving for school. We are currently working on a draft policy to address our annual banquet. For fiscal year 2025 we were able to include funding for the annual banquet and we intend to include employee recognition as part of the banquet. There will be a draft sent to the board this week for your review, and we are hoping to have this approved in an upcoming meeting.

Chief Buchanan: The call volume for November 2024 was 353 incidents. Of those, 59% were EMS, and 41% were non-EMS. We had no structure fires in our district in November. We had 112 transports in November, with no transports going to St. Anthony Hospital in Gig harbor. The total hours of overtime/comp time earned in November was 787.50 hours. The Kitsap Fire Academy graduation is this Friday, December 13th, at 1:00 pm and we have one new member graduating who will be returning to shift on December 15th. We also have two members in the month of December who have completed their probationary period, FF Michelle Stupay, and FF Bob Davis.

Chief Abrigo: We installed a forcible entry door prop to enhance the training capabilities of the training tower and replaced the non-functioning doors. We have successfully replaced the hot water tank at station 89 and are currently waiting for the one we ordered for station 85 to arrive. We have completed the patio installation at all three stations and replaced the carpet in the day rooms at stations 85 and 89. We are moving

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into the second phase of the carport project and will begin the building once all materials have arrived and the weather permits. At Station 89 we have installed a concrete pad for the storage shed and have completed the driveway expansion to improve fuel access for the generator. The HVAC filters have been ordered and we are awaiting their arrival to start installation. We completed a five-year internal pipe examination for stations 81, 85, and 89 for the sprinkler systems. We are waiting for an estimated timeline for the completion of repairs for Marine 81. The ambulance we purchased has completed its final inspection and is in route to Hillsboro for the radio installation. Once completed, it will be shipped to Sumner where will go pick it up. The tender is scheduled to have the radio and Opticom installed this week, and the department decal is set to be installed next month with in-service training beginning in January.

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

Good of the Order:

Commissioner Pearson thanked Firefighter Hough, Lt. Hause, and BC Hickey for taking him to Wolfe elementary and the Kingston tree lighting event. He also thanked Michele for putting the event together and for all her help throughout the event. Everyone was incredibly helpful and really helped our community come together. He is proud of our department and the work we do within our community.

Commissioner Stewart informed the board that the KCFCA and KCFC are hosting the annual brunch this Saturday, December 14th at Clearwater Casino & Resort, which will begin at 11:00 am. If you haven't already, please let Summer know you will be attending.

Volunteer Curley informed the board that he recently attended the Suquamish Tribal Council meeting which was the last one for the year. They wanted to pass on their gratitude for all that NKFR does for their elders and would like to do something special to show their appreciation to our organization. Chief should expect a call or an email within the coming weeks.

Chief LaGrandeur informed the board that our annual holiday banquet will be on January 10th, 2025, which he will be sending more information out to everyone soon.

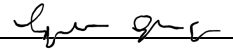
There being no further business to conduct, **the meeting was adjourned at 7:40 p.m.**

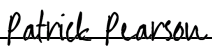
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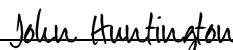
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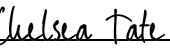
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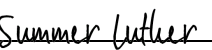
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BOARD OF FIRE COMMISSIONERS REGULAR MEETING

ACTION ITEMS

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Pearson	Motion to approve the agenda as amended.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 11/15/2024	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
December Payroll: \$695,718.09	Motion by Commissioner: Pearson	Motion to approve the agenda as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA Batch 12.1 for \$147,873.31 BVA Batch 12.2 for \$229,293.37 BVA Batch 12.3 for \$77,681.81	Motion by Commissioner: Stewart	Moved to approve the BVAs as presented.
	2 ND by Commissioner: Tate	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2024-08 – Appointment and or Election of Official Functions for North Kitsap Fire and Rescue	Motion by Commissioner: Pearson	Moved to approve the resolution as presented.
	2 ND by Commissioner:	

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	Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
RAVE ILA	Motion by Commissioner: Tate	Moved to approve the signing of the RAVE ILA as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Huntington	Motion to adjourn the meeting at 7:40 p.m.
	2 ND by Commissioner: Pearson	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: