

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

Date: 4/13/2020

Time: 7:00 pm

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:13 pm		
Present: Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Gregory, Chief Smith, A/C LaGrandeur, A/C Moran, DAS Patti, Admin. Asst. Moran, Community Services Specialist Laboda and IT Support Zach Aho		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. The Agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the March 09, 2020 Regular Meeting</u> —was conducted. The Minutes were approved as presented. Approved	*MSC	
<u>Blanket Voucher Approval (BVA)</u> —the following batches were presented for approval: <u>BVA No. 543721 in the amount of \$55,357.08; BVA No. 544458 in the amount of \$109,615.54; BVA No. 544578 in the amount of \$4,765.80; BVA No. 544579 in the amount of \$6,578.09;</u> and Monthly Financial Reports: were reviewed. Questions were asked by the Board. Approved	*MSC	
<u>Resolution No. 2020-09 Emergency Declaration Covid-19</u> —was conducted. Commissioner Gregory made a motion to approve Resolution No. 2020-09 as presented. Commissioner Huntington seconded the motion. Approved	*MSC	
<u>Resolution No. 2020-10 Hiring of Lateral Paramedic/FF Nicholas, Michael</u> —was conducted. Commissioner Stewart made a motion to approve Resolution No. 2020-10 as presented. Commissioner Gregory seconded the motion. Approved		
<u>Resolution No. 2020-11 Declaration of Surplus</u> —was conducted. Commissioner Gregory asked what item was surplus. Commissioner Hunting stated that it is a F350 2000 Truck. Commissioner Huntington made a		

04/13/20—Regular Meeting

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

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motion to approve Resolution No. 2020-11 as presented. Commissioner Neupert seconded the motion. Approved		
<u>Resolution No. 2020-12 Step Increases for FF Hough, Charlie and FF Fergus, Russell</u> —was conducted. Commissioner Stewart made a motion to approve Resolution No. 2020-12 as presented. Commissioner Neupert seconded the motion. Approved		
<u>Payroll for the month of April, 2020 in the amount of \$541,150.49</u> — was reviewed. The payroll affidavit and supporting materials was reviewed by members of the Board. Approved	*MSC	
<u>Public Comment</u> — Chair Pearson called for public participation. There was none.		
<u>Chief's Report:</u> <u>Chief Smith provided information on the following items:</u> Chief Smith stated that we have been involved with the pandemic for the last month which has affected us tremendously. Chief Smith stated that some of the changes that are in place: <ul style="list-style-type: none"> ▪ All station have been closed to the public until further notice. ▪ Apparatus bays are considered dirty areas. ▪ Instituted a check in procedure for personnel. ▪ Instituted additional cleaning; twice a day ▪ All scheduled and non-scheduled public programs have been suspended or cancelled. We have instituted some live video programs which have been working really well. Chief Smith stated that he appreciated PIO Laboda for doing the live video programs. ▪ Multi-company training has been suspended until further notice. ▪ Administrative Support Staff are remotely working from home as much as possible. Chief Smith stated that with the new phone system, it allows Kathy to answer calls placed to the fire station from home. ▪ Executive Staff are remotely working from home as much as possible using email, phone and Microsoft Teams. 		

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<p>▪ Fire Service as a county are trying to stay aligned as much as possible to deal with the pandemic. Chief Smith stated that the Fire Chiefs are meeting weekly to discuss any development issues through the Governors orders in conjunction with the Presidential orders create some impacts to the fire service. We discuss what the impacts are and create any policy that may need to be implemented. Chief Smith stated that A/C LaGrandeur is the head of the Operational section. The group has created a Standardized Response Protocol which A/C LaGrandeur will talk about during his report.</p> <p>▪ Chief Smith stated that A/C Moran has enhanced our PPE supply chain. We have received some PPE but not very much. Chief Smith stated that from the Federal stock pile, we have not received very much of that in the State of Washington. Chief Smith stated that it goes out pretty quickly.</p> <p>▪ Chief Smith stated that he has been working off and on at the State EOC representing the fire service. Chief Smith stated that they have a rotating schedule. Chief Smith stated that the Fire Marshal's office will now staff the EOC along with someone from the Department of Natural Resources.</p> <p>▪ Commissioner Gregory thanked Chief Smith for his leadership at the state level. She also thanked everyone else for what they are doing county wide.</p> <p>▪ Chief Smith talked about the capital projects that we have scheduled for this year. We will continue with the programming of the capital projects that we have scheduled but will not fully institute those by spending any money until we get a better understanding of what the shutdown of the country is going to do for our revenue. Chief Smith stated that the County Treasurer has extended our payment of taxes for 30 days.</p> <p><u>AC LaGrandeur provided information on the following items:</u></p> <p><u>Call Volume:</u> A/C LaGrandeur stated that we had 237 incidents in March, 2020; 63% EMS, 37% Non-EMS. A/C LaGrandeur stated that in comparison in March of 2019, we ran 244 incident, with 68% of them being EMS. During the COVID-19 Pandemic, we have seen a reduced call volume and a small percentage of EMS responses.</p> <p><u>Structure Fires:</u> A/C LaGrandeur stated that we had a one in March and a mutual aid response to Poulsbo on March 9, 2020.</p> <p><u>Overtime:</u> A/C LaGrandeur stated that the overtime/comp time earned in March was 497 hours. The</p>		
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<p>breakdown of overtime/comp time is as follows:</p> <ul style="list-style-type: none"> ➤ Comp time earned 18 hours ➤ OT/Shift Coverage 454 hours ➤ OT/Training 9 hours ➤ OT/Day Shift employee assigned to operations 16 hours <p>The reasons for overtime totals:</p> <ul style="list-style-type: none"> ➤ Sick leave for the shift personnel in March, 2020 was 567 hours <ul style="list-style-type: none"> ▪ In March, 2019 it was 285.5 hours ➤ We have four career personnel who aren't on shift right now: two on light duty and two at paramedic school. <p><u>District Activity:</u> A/C LaGrandeur stated that our main focus for operations recently has been to take the precautions necessary to protect us during the COVID-19 epidemic while maintaining full operational capabilities. We've been successful in doing this due to the implementation of an operational plan that addresses the following areas:</p> <ul style="list-style-type: none"> ➤ A county-wide incident action plan was developed by the Operations Chiefs at the direction of the Fire Chiefs. A/C LaGrandeur stated that this had been done to ensure that we're all operating in a manner consistent with recommended guidelines for protecting our first responders and ensuring a safe and healthy work environment. A/C LaGrandeur stated that this plan is updated weekly and covers the following areas: <ul style="list-style-type: none"> ➤ Response to alarms ➤ Transporting patients to receiving facilities ➤ Decontamination ➤ Documentation/reporting ➤ Any information that's required to support the plan (MPD directives, guidelines for mask usage, etc.) ➤ any supplemental directive that's specific to our department 's function 		
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<p>➤ We're also conducting daily medical screenings to check for any symptoms associated with COVID-19 to ensure that anyone who may be contagious is not at work. We're asking anyone who feels sick to stay home. The apparatus and stations are cleaned and sanitized regularly.</p> <p>➤ To date, we've had two personnel test positive. One individual is recovered and had met the CDC guidelines for returning to normal activity. The second individual has just completed his 14-day isolation and was retested for COVID-19 because he was still symptomatic (loss of taste and smell). Both test results came back negative and he's regaining his senses of taste and smell. He returns to work tomorrow. We've had several other members get tested due to being symptomatic. They have all tested negative and there are no new positive cases to report at this time.</p> <p><u>A/C Moran provided information on the following items:</u></p> <p>➤ A/C Moran reported that he has spent a lot of time securing PPE for our responders. He anticipates a shipment of items to arrive by next Tuesday. This shipment will provide ample amounts of PPE.</p> <p>➤ A/C Moran stated that we had the Firefighter 1 written test today; 4/13/20. All 12 students showed up; we won't know the results for several weeks. A/C Moran stated that he is not sure how we are going to move forward in this current academy. We are waiting for the governor's direction regarding social distancing. We intend to move forward even if it is with our five students. East Jefferson and Port Ludlow will do the same.</p> <p>➤ A/C Moran stated that last week, he had a consultation with the county regarding St. 87 and the apparatus storage facility. The meeting went pretty good but the only question was that an environmental specialist didn't have an answer with regards to what we might have to have in the actual building itself for potential leaks and spills from the apparatus. He will get an answer next week. As Chief Smith stated we are not sure if we are going to move forward financially, but I will continue to move forward in getting us to that point if we move forward.</p>		
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<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> There was no Unfinished Business to discuss. 		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> <u>Meeting/qualifying activity during Coved 19</u>—Chair Pearson stated that because of COVID-19, we need to figure out what counts as a qualifying activity. Chair Pearson asked Commissioner Stewart how he reviews vouchers? Commissioner Stewart explained how he reviews and approves vouchers. Chair Pearson asked DAS Patti how she gets signatures to send to the county, DAS Patti stated that we can wait to get signatures after the fact as long as we get verbal approval. DAS Patti will be figuring out to obtain signatures. Chair Pearson asked if we receive an email or call from the station, does that qualify as an activity? Discussion ensued and it was decided that emailing or calling the station would not constitute a meeting. 		
<p><u>Public Comment</u>—Chair Pearson called for public participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> Chair Pearson would like to compliment PIO Laboda for the live video programs. Chair Pearson stated that they are really good. 		
<p>There being no further business to conduct, the meeting was adjourned at <u>8:07 pm.</u> Approved</p>	<p>*MSC</p>	

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DocuSigned by:

Patrick Pearson

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Commissioner

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Commissioner

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Wilson J Stewart

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Commissioner

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Stephen Neupert

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John Huntington

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Commissioner

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Katie Patti

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Attest

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 13, 2020 **Time:** 7:13 p.m.

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ACTION ITEMS

Topic	Motion	
Acceptance of the Agenda	Motion by Commissioner: Huntington	Motion to approve the Agenda as presented
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Minutes 03/09/20 Regular Meeting	Motion by Commissioner: Neupert	Motion to approve the Minutes as presented
	2 ND by Commissioner: Gregory	
	Carried/Vote	
BVA No. 543721 - \$ 55,357.08 BVA No. 544458 - \$109,615.54 BVA No. 544578 - \$ 4,765.80 BVA No. 544579 - \$ 6,578.09	Motion by Commissioner: Stewart	Moved to approve: BVA No. 543721 in the amount of \$ 55,357.08 BVA No. 544458 in the amount of \$109,615.54 BVA No. 544578 in the amount of \$ 4,765.80 BVA No. 544579 in the amount of \$ 6,578.09
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2020-09 Emergency Declaration Covid-19	Motion by Commissioner: Gregory	Motion to approve Resolution No. 2020-09 Emergency Declaration Covid-19
	2 ND by Commissioner: Huntington	
	Carried/Vote	

* O = Opposed; A = Abstention

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MOTION SHEET- 2 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 13, 2020 **Time:** 7:13 p.m.

ACTION ITEMS

Topic	Motion	
Resolution No. 2020-10 Hiring of Lateral Paramedic/FF Nicholas, Michael	Motion by Commissioner: Stewrt	Motion to approve Resolution No. 2020-10 Hiring of Lateral Paramedic/FF Nicholas,Michael
	2 ND by Commissioner: Gregory	
	Carried/Vote	
Resolution No. 2020-11 Declaration of Surplus	Motion by Commissioner: Huntington	Motion to approve Resolution No. 2020-11 Declaration of Surplus
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Resolution No. 2020-12 Step Increase for FF Hough, Charlie and FF Fergus, Russell	Motion by Commissioner: Stewart	Motion to approve Resolution No. 2020-12 Step Increase for FF Hough, Charlie and FF Fergus, Russell
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Payroll for April, 2020 in the amount of \$541,150.49	Motion by Commissioner: Gregory	Motion to approve the payroll for April, 2020 in the amount of \$541,150.49
	2 ND by Commissioner: Huntington	
	Carried/Vote	

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MOTION SHEET- 3 of 3

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: April 13, 2020 **Time:** 7:13 p.m.

ACTION ITEMS

Topic	Motion	
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the Meeting at 8:07 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

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