

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

**Date:** 12/14/2020

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

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Pearson at 7:00 p.m.</b>		
<b>Present:</b> Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, AC Moran, DC Abrigo, DAS Patti, DA Luther, Community Services Specialist Laboda <b>Excused:</b> Commissioner Gregory		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
<b><u>Meeting Agenda:</u></b> The Board reviewed the meeting agenda. The agenda was approved as submitted. <b>Approved</b>	*MSC	
<b><u>Meeting Minutes:</u></b> A review of the meeting minutes from the November 23 <sup>rd</sup> , 2020 Board Meeting and the November 24 <sup>th</sup> , 2020 Special Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	*MSC	
<b><u>Blanket Voucher Approval (BVA):</u></b> The following batches were presented for approval: <b>BVA No. 555871</b> for <b>\$81,663.08</b> , <b>BVA No. 555617</b> for <b>\$3,696.48</b> , <b>BVA No. 555618</b> for <b>\$12,695.80</b> . Commissioner Stewart reviewed the BVA's with the Board. Some items reviewed included the COVID charges that will be coming back to us in the amount of \$1,384.00. Kimco Plumbing charges for upgraded PVC Pipe in the crawl space of Station 87 and remodeling charges for Station 81 kitchen and 2 bathrooms, Station 84, 85 and 89 kitchen remodels. <b>Approved</b>	*MSC	
<b><u>Resolutions:</u></b> The following Resolutions were presented for approval: <b>Approved</b> <ul style="list-style-type: none"> <li>• <b>Resolution 2020-37 – 2021 Regularly scheduled meeting dates</b></li> <li>• <b>Resolution 2020-38 – Janelle Randles educational incentive pay increase of 3% for Associates in Fire Science</b></li> </ul>	*MSC	
<b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.		
<ul style="list-style-type: none"> <li>• <b>Chief Smith:</b> Reported that the 2021 budget has been finalized. County wide discussion regarding COVID vaccines being administered to crews. Uncertain at this point how many will be received county wide and those who are on the front lines will be the ones who will be vaccinated during the first round that is dispersed. Reported to the Board that Cindy Moran and AC Moran will be retiring alongside BC LeMay and MSO Engle and with their retirement there were additional offers of hire as well as promotions.</li> <li>• <b>AC LaGrandeur:</b> Reported the call volume for November was 232 incidents. Of those, 66% were EMS, 34% were non-EMS. Two structure fires in November on which was mutual aid response on Bainbridge Island and the second was a chimney fire that extended to the attic, no injuries to fire service personnel or civilians at</li> </ul>		

12/14/20 - Regular Meeting

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

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

**Date:** 12/14/2020

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

**Place:** Virtual Meeting using Teams

<p>either event. Overtime is back to our somewhat normal numbers. We completed our promotional process and the following promotions will become effective January 1<sup>st</sup>, 2021.</p> <p><b>Ryan Buchanan</b> – Battalion Chief  <b>Alex Hickey</b> – Division Chief of Training  <b>Mike Cunningham</b> – Lieutenant  <b>Heath Clark</b> – Lieutenant  <b>Theron Rahier</b> – Medical Officer  <b>D/C Abrigo</b> – A/C of Operations</p> <p>Conditional offers of employment were made to Tucker Burns, Brooks Ellingsen and Johnathan Harris whom will begin their pre-employment process this month with the anticipation that they'll start as career employees in January. The district continues to operate under the county-wide incident plan during the pandemic. The plan has been updated monthly. Finally, NKF&amp;R personnel participated in the St. Michael's hospital move where all patients were moved from Bremerton and transported to Silverdale. The Bremerton facility is now closed and all patients are being taken to the Silverdale facility unless an alternate destination is required.</p> <ul style="list-style-type: none"> <li>• <b>AC Moran:</b> The project for Station 87 is where it was since our last meeting. We have yet to hear back from storm water. Has reached out to Fire Marshall Dave Lynahm who has agreed to assist with getting a letter to storm water. Reviewed our 2020 capital projects which included the purchase of a shop truck and structural fire engine, both of which have been paid for. Spent just under 80k for new extrication and stabilization equipment. Replaced bay doors at Station 84 and replaced the roof at Station 87. All shop lighting is being replaced to LED light bulbs as well as adding additional lights. Preview of Capital 2021 projects include interior painting of Stations 81, 85 and 84. New roofing for Stations 81, 89 and 85 as well as new exhaust systems in all of the Stations. AC Moran welcomed Cindy Moran onto the call to provide their sincere gratitude and appreciation for the fire district and for all who have played a part in their many years of service.</li> </ul>		
<p><b><u>Unfinished Business:</u></b> None</p>		
<p><b><u>New Business:</u></b>  <b>Resolution 2020-35A Substantial Need EMS Levy:</b> DAS Patti reported that the county asked for a separate resolution to cover the EMS Levy. She noted that the board had previously approved Res. 2020-35. This resolution is at the county's request. DAS Patti stated she appreciated the county's council on this matter and continued to</p>	<p><b>*MSC</b></p>	

12/14/20 - Regular Meeting

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

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

**Date:** 12/14/2020

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

**Place:** Virtual Meeting using Teams

<p>discuss the resolution for the increase of Districts EMS Levy to the Limit Factor Pursuant to Referendum 47. All four Commissioners voted due to the need of 66% requirement. <b>Approved</b></p> <p><b>Budget 2021:</b> Chief Smith discussed the 2021 budget to be finalized. Our personnel services will be at a 2.4% increase, no new positions, paying out according to our contract requirements. Office supplies 2.84%, nothing outstanding in this area. Equipment went up 15.4% primarily due to a fork lift purchase. Support services has allocated and additional 35k to our fitness/health program for annual physicals. It is part of our wellness program and the initiative has been in our budget. Currently AC LaGrandeur is working on a contract for this with a new vendor. Additional funding in facilities for Bays at Station 81 due to erosion developing underneath the blacktop that needs repairing as well as down the side towards the back of the building that needs improvements. The graveled area on the north side of Station 81 we are also looking to have paved and do away with the gravel. The only change from the budget committee is that the Cencom is going to be 10k less than what was reported during the meeting. Total operating budget for 2021 will be \$10,089,608.00 with a projected ending fund balance of 2.555 million. Budget for 2021 <b>Approved.</b></p> <p><b>State Audit:</b> DAS Patti reported that we met with our state auditor liaison Sarah and we discussed that we will have a few touch point meetings each week with her to discuss where we are at each week with our audit process. We will be having our audit done completely virtual and electronically. Informed the BOC that we will need to have a Board member present for the entrance conference that will be held via Teams along with a Risk Assessment that will also need to have a Board member present for this meeting that will also be held via Teams or phone.</p> <p><b>Service Contract with Kitsap Co. for Fire/EMS:</b> Commissioner Neupert discussed that in the past we have had an unwritten agreement with Kitsap Co. that we did not negotiate with them for Fire/EMS Protection that we can under Title 52 because they were providing our payroll services as well as our voucher services. He reported that since we are moving to BIAS and that they are no longer providing us those services that we should move away from that and proceed with negotiating with them on this contract. Chief Smith reported that he agreed with the commissioner but that he would like to take it to the county Fire Chief's and the County Commissioners as far as proceeding with this route.</p>	<p><b>*MSC</b></p>	
<p><b>Public Comment:</b> Chair Pearson called for public participation. There was none.</p>		

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

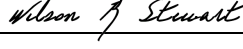
**Date:** 12/14/2020

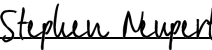
**Time:** 7:00 p.m.

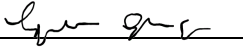
**Place:** Virtual Meeting using Teams

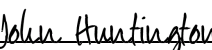
<p><b>Payroll:</b> DAS Patti presented December's Payroll Affidavit in the amount of <b>\$565,462.13</b>, for Board review and approval. She remarked that this payroll consists of L&amp;I Robert Lacey for sick leave buy back which includes 2 combined months totaling 7k. Also included are the pay increases for Kaleb Murray and Janelle Randles whose resolutions were previously approved at the last meeting. Finally, the pro-ration for DA Luther starting on November 18<sup>th</sup> is also included in this payroll. <b>Approved.</b></p>	<b>*MSC</b>	
<p><b>Good of the Order:</b> None</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned</b> at 7:58 p.m. <b>Approved</b></p>	<b>*MSC</b>	

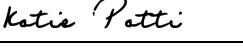
DocuSigned by:  
  
Commissioner  
C0A8D9FD83D480...

DocuSigned by:  
  
Commissioner  
C0A8D9FD83D480...

DocuSigned by:  
  
Commissioner  
C0A8D9FD83D480...

DocuSigned by:  
  
Commissioner  
C0A8D9FD83D480...

DocuSigned by:  
  
Commissioner  
C0A8D9FD83D480...

DocuSigned by:  
  
Attest  
C0E9888E2A9140B...

12/14/20 - Regular Meeting

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

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

**Date:** 12/14/2020

**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: Neupert	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 11/23/2020 and 11/24/2020.</b>	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> BVA No. 555871 for \$81,663.08 BVA No. 555617 for \$3,396.48 BVA No. 555618 for \$12,695.80	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2020-37:</b> 2021 Regularly Scheduled Meetings	Motion by Commissioner: Neupert	Motion to approve Res. 2020-37 as presented
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

12/14/20 - Regular Meeting

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

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

**Date:** 12/14/2020

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

**Place:** Virtual Meeting using Teams

<b>Resolution 2020-38:</b> Janelle Randles Educational Incentive Pay Increase 3% for Associates in Fire Science	Motion by Commissioner: Huntington	Moved to approve Res. 2020-38 as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2020-35A:</b> Substantial Need EMS Levy	Motion by Commissioner: Stewart	Moved to approve Res. 2020-35A as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: Commissioner Pearson, Commissioner Stewart, Commissioner Neupert, Commissioner Huntington
<b>2021 Budget</b>	Motion by Commissioner: Neupert	Moved to approve 2021 Budget as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Payroll approval for December in the amount of \$565,462.13</b>	Motion by Commissioner: Neupert	Moved to approve December Payroll as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	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 7:58 p.m.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: