

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

**Date:** 01/10/2022

**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 Abrigo, DAS Patti, DA Luther, Community Services Specialist Laboda, Justin Slye, and Tom Curley <b>Excused:</b> Commissioner Gregory		
<u><b>Topic</b></u>	<u><b>Action</b></u>	<u><b>Assigned/ Deadline</b></u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. The agenda was approved as presented. <b>Approved</b>	*MSC	
<b>Meeting Minutes:</b> A review of the meeting minutes from the December 27 <sup>th</sup> , 2021 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	*MSC	
<b>Blanket Voucher Approval (BVA):</b> The following batches were presented for approval: <b>BVA Batch #1.1</b> for <b>\$390,532.76</b> . Some items reviewed were the N C Machinery voucher for \$10,000.00 which was a downpayment for repair work on one of our engines. The Olympic Roofing voucher for \$199,811.98 was the re-roofing project of three of our stations. The Kitsap Towing voucher for \$3,292.79 provided services for EJFR, E81, M81 and Tender 84. The Santander voucher for \$89,012.59 is the annual payment for two of our ambulances. <b>Approved</b>	*MSC	
<b>Payroll:</b> DAS Patti presented January Payroll for <b>\$457,786.80</b> to the board. This payroll includes the comp cashouts from FY2021 and the 4 <sup>th</sup> quarter volunteer reimbursement. <b>Approved.</b>		
<b>Resolutions:</b> The following Resolutions were presented for approval: <b>Approved</b>	*MSC	
<ul style="list-style-type: none"> <li>• <b>Resolution 2022-01 – Salary &amp; Benefits</b></li> <li>• <b>Resolution 2022-02 – Appointment and or Election of Official Functions for North Kitsap Fire &amp; Rescue</b></li> </ul> <p><b>Chair</b> Patrick Pearson was nominated and seconded for Board Chair for 2022 and Gillian Gregory will become Board Chair for 2023 &amp; 2024.</p> <p><b>Vice-Chair</b> Gillian Gregory was nominated and seconded for Vice-Chair for 2022 and John Huntington will become Vice-Chair for 2023 &amp; 2024.</p> <p><b>Voucher Delegation of Signing Authority for interim voucher</b> Wilson Stewart was nominated and seconded for Voucher Delegation of Signing Authority for Interim Voucher Runs.</p> <p><b>Board for Volunteer Firefighter Representative</b> Stephen Neupert was nominated and seconded for Board for Volunteer firefighter representative</p>	*MSC	

01/10/22 - Regular Meeting

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

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<p><b>Appointments:</b> All appointments were agreed upon.  <i>Recording Secretary:</i> DA Luther  <i>HIPAA Compliance Officer:</i> Secretary Todd  <i>Records Request Custodian:</i> DAS Patti</p> <p><b>Committee Assignments:</b>                  Planning Committee: Patrick Pearson, Wilson Stewart, Stephen Neupert, John Huntington, Gillian Gregory                  Finance Committee: John Huntington and Stephen Neupert                  Labor Relations: Gillian Gregory and Wilson Stewart                  Healthcare Committee: Gillian Gregory and John Huntington</p> <ul style="list-style-type: none"> <li>• <b>Resolution 2022-03 – Hiring of Entry-Level Paramedic/Firefighter David Lyons</b></li> <li>• <b>Resolution 2022-04 – Step Increase to 90% for Harrison Hause</b></li> </ul>	<p><b>*MSC</b></p>	
<p><b>Public Comment:</b> Chair Pearson called for public participation. There was none.</p>		
<p><b>Chief's Report:</b></p> <p><b>Chief Smith:</b> Reported that there was a correction that needed to be made to Chief LaGrandeur's contract as there was a grammatical error made on the original. Informed the board that due to the increased COVID cases we have re-instituted our previous COVID protocols where all personnel is required to wear a mask in the stations regardless of vaccination status. The Kitsap County Fire Chiefs will be meeting with law enforcement in the coming days to discuss how the changes in the legislation have been going. Our final revenue for FY2021 is still currently being worked on as we are waiting for some items from the County.</p> <p><b>Chief LaGrandeur:</b> Reported the call volume for December 2021 was 280 incidents. Of those, 66% were EMS, and 34% were non-EMS. There were no structure fires in December. We had 104 transports in December, which does not include transports by mutual aid agencies or airlifts. COVID numbers have seen a significant increase in the last month. Kitsap Public Health District reported 320 cases for the week ending on December 4<sup>th</sup>, 2021. There were 1,480 cases reported for the week ending on January 1, 2022. The total call volume for 2021 was 3,340 incidents. In 2020 we had 3,061 incidents. There were 1,254.5 hours of overtime/comp time earned in December. Our new paramedic, David Lyons, has completed his pre-employment process and will start on January 24<sup>th</sup>, 2022.</p>		

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

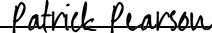
**NORTH KITSAP FIRE & RESCUE  
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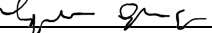
**Date:** 01/10/2022

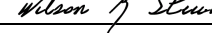
**Time:** 7:00 p.m.

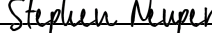
**Place:** Virtual Meeting using Teams

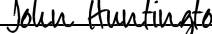
<p><b>Chief Abrigo:</b> Reported that we are completing and closing our 2021 capital projects. Explained one of our older engines is currently getting repaired. Our new engine will hopefully be in service by the end of the week as we are currently waiting for some of the decals and other items to get completed.</p>		
<p><b>Unfinished Business:</b> None</p>		
<p><b>New Business:</b> None</p>		
<p><b>Public Comment:</b> Chair Pearson called for public participation. There was none.</p>		
<p><b>Good of the Order:</b></p> <p>Commissioner Neupert informed the board that the Region 9 Conference meeting will be at the new North Mason station along with a remote option. The next Kitsap County Fire Commissioners meeting will be held remotely on January 25<sup>th</sup>, 2022.</p> <p>DA Luther informed the board that volunteer Tom Curley relayed that volunteer Andrew Watland visited retired volunteer John Dankers and he is in good spirits after he underwent surgery for Cancer.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:47 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

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01/10/22 - Regular Meeting

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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Stewart	Motion to approve the agenda as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Approval of the Minutes for 12/27/2022</b>	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Voucher Approval:</b> January - BVA Batch #1.1 for \$390,532.76	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Payroll: \$457,786.80</b>	Motion by Commissioner: Huntington	Motion to approve the payroll as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2022-01: Salary and Benefits</b>	Motion by Commissioner: Neupert	Motion to approve Res. 2022-01 as presented

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	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2022-02:</b> Appointment and or Election of Official Functions	Motion by Commissioner: Neupert	Moved to approve Res. 2022-02 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2022-03:</b> Hiring of entry-level Paramedic/Firefighter David Lyons	Motion by Commissioner: Neupert	Moved to approve Res. 2022-03 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Resolution 2022-04:</b> Step Increase to 90% for Harrison Hause	Motion by Commissioner: Huntington	Moved to approve Res. 2022-04 as presented.
	2 <sup>ND</sup> by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>Adjourn Meeting</b>	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:47 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: