

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

Date: 03/14/2022

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner Pearson, Commissioner Stewart, Commissioner Huntington, Commissioner Neupert, Commissioner Gregory, Chief Smith, AC Abrigo, DAS Patti, DA Luther, Community Services Specialist Laboda, Justin Slye, and Russell Fergus. Excused: AC LaGrandeur		
<u>Topic</u>	<u>Action</u>	<u>Assigned/ Deadline</u>
Meeting Agenda: The Board reviewed the meeting agenda. Commissioner Pearson requested to add Fire Chiefs Succession Plan under unfinished business. The agenda was approved as amended. Approved	*MSC	
Meeting Minutes: A review of the meeting minutes from the February 28 th , 2022 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
Blanket Voucher Approval (BVA): The following batches were presented for approval: BVA Batch #3.1 for \$14,238.69 and BVA Batch #3.2 for \$47,116.87 . Some items reviewed were the Central Kitsap Fire and Rescue voucher for \$6,000 which was for the fire academy for David Lyons. Another item reviewed was the Brown and Brown voucher for \$5,704.00 which is for insurance. The last item reviewed was the Fire Data Solutions voucher for \$1,373.40 which is for a PPE Tracking system. Approved	*MSC	
Resolutions: The following Resolution was presented for approval: Approved		
<ul style="list-style-type: none"> • Resolution 2022-08 – Step Increase to 100% for Harrison Hause 	*MSC	
Payroll: DAS Patti presented March Payroll for \$414,573.87 to the board. This payroll includes a step increase for Harrison Hause. Overtime was high due to coverage at BIFD and the training consortium both of which we will be reimbursed for. Approved.	*MSC	
Public Comment: Chair Pearson called for public participation. There was none.		
Chief's Report:		
Chief Smith: Reported that he attended the memorial for Dave Johnson from East Jefferson this past weekend and gave his apologies for not attending the conference/meeting this past weekend. He has been working with Poulsbo		

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

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<p>and South Kitsap in regards to fire stations and they have a meeting set for this coming Wednesday with Becky Blankenship who was in charge of the design-build of the new station for North Mason. They will be discussing a standardized station and how the three agencies will do this along with what processes we can use to hopefully save money. They are looking to get financial insight that they can present to the taxpayers. Chief Smith thanked CSS Laboda for her extensive research and assistance with gathering the necessary information needed to be able to present this to the board soon.</p> <p>Chief LaGrandeur: Provided a written report in his absence. The call volume for February 2022 was 236 incidents. Of those, 66% were EMS, and 34% were non-EMS. There were 3 structure fires in February, all of which were mutual aid (one to Bainbridge Island and two in Poulsbo). No fire service personnel were injured at any of the fires. We had 79 transports in February, which does not include transports by mutual aid agencies or airlifts. COVID numbers have seen a significant decrease in the last month. Kitsap Public Health District reported 314 cases for the week ending on February 26th, 2022. There were 769 hours of overtime/comp time earned in February which some will be reimbursed from Bainbridge Island Fire Department. They are currently working on staffing for the firefighter/paramedic position and we do not anticipate this arrangement to last long term. We will also be receiving reimbursement for overtime associated with the Training Consortium. Our new paramedic, David Lyons, started on January 24th and has done very well so far on shift. He will begin the fire academy on March 21st and we will then see him back on shift after he graduates. Conditional offers of employment were made to five of our intern-firefighters. They are Harold Redrico, Quintin Schoonmaker, Sean Jensen, Bill Bergstrom and Brady Vernik. They have already started their pre-employment process and they will be assigned to shift as soon as possible.</p> <p>Chief Abrigo: Reported the bidding process for the remodel of the Station 81 restroom will be awarded tomorrow. Shane Seyboldt will be getting the bid as he has the lowest bid available. Chief Smith reported that Marine 81 is out of service right now as it has a bad cylinder which will be a rather expensive repair for about \$13,000 that will be coming up.</p>		
<p><u>Unfinished Business:</u></p> <p>Fire Chiefs Succession Plan: Commissioner Huntington stated that he did some research on the job description for the Fire Chief position and updated the one we have currently. DAS Patti will send the updated version out to the board and he is requesting that everyone review the document and send back any additions or corrections needed.</p>		

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<p>Commissioner Gregory thanked Commissioner Huntington for working hard on this and would like to have Chief Smith review the job description and add anything in that he deems necessary. The final draft will be sent out at the next meeting for review. Commissioner Gregory reviewed the timeline for the hiring process. The board agreed that they would like to have a union, volunteer, administrative, and facilities/maintenance representative part of the interview process with two Commissioners part of each interview.</p>		
<p><u>Kitsap County Fire Commissioners Meeting Debrief:</u></p> <p>Commissioner Neupert and Commissioner Stewart informed the board that legislative items that were passed, not passed, and updates were discussed at the meeting.</p>		
<p><u>New Business:</u></p> <p>Review of Bi-North Meeting: Commissioner Pearson stated that CSS Laboda updated Commissioner Gregory about what was discussed in the bi-north meeting. He appreciated Chief Smith's input in the meeting regarding the shared maintenance facility. Chief Smith stated our main priority right now is Station 84 but we will continue to make progress on the shared maintenance facility. Commissioner Stewart stated that he would like to see acquisition work get started on one of the properties for the maintenance facility.</p> <p>Scheduling of Tri-North Meeting: DA Luther informed the board that ASM Nichole Sawyers from Poulsbo had sent out an email with the available dates for a Tri-North meeting. The board agreed that April 6th, 7th, or 13th would work best. DA Luther informed the board she would get these date selections sent over to Nichole and would let the board know of the agreed-upon date.</p> <p>Discussion on returning to in-person meetings in April: Commissioner Pearson asked the board if they are ready to move back to in-person meetings starting with our first meeting in April which is the 11th. The board agreed that they would like to move forward with this, and have the option to join the meeting virtually as well if they are unable to attend in person.</p>		
<p><u>Public Comment:</u> Chair Pearson called for public participation. There was none.</p>		

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Good of the Order: None.

There being no further business to conduct, **the meeting was adjourned at 7:54 p.m. Approved**

***MSC**

DocuSigned by:

Patrick Pearson

Commissioner CB9DB477...

DocuSigned by:

Stephen Newport

Commissioner BC764DF1A46C...

DocuSigned by:

[Signature]

Commissioner 6DE84B2...

DocuSigned by:

Wilson J Stewart

Commissioner A8D9FD83D480...

DocuSigned by:

John Huntington

Commissioner 01F4DE...

DocuSigned by:

Summer Luther

Attest 96DF35E9B2004C0...

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BOARD OF FIRE COMMISSIONERS REGULAR MEETING

ACTION ITEMS

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Neupert	Motion to approve the agenda as amended.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 02/28/2022	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA Batch 3.1 for \$14,238.69 BVA Batch 3.2 for \$47,116.87	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll: \$447,701.84	Motion by Commissioner: Gregory	Motion to approve the payroll as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution 2022-08: Step Increase to 100% for Harrison House	Motion by Commissioner: Huntington	Motion to approve Res. 2022-08 as presented

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	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:54 p.m.
	2 ND by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote: