

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

**Date:** 4/27/2020

**Time:** 7:05 p.m.

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Pearson at 7:05pm</b> <b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, A/C LaGrandeur, DAS Patti, Community Services Specialist Laboda		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
<b>Meeting Agenda:</b> The Board reviewed the meeting agenda. Chair Pearson noted a new item was added under New Business titled Kitsap County Payroll Process. The agenda was approved as presented. <b>Approved</b>	*MSC	
<b>Meeting Minutes:</b> A review of the meeting minutes from the April 13, 2020 Board Meeting was conducted. The minutes were approved as presented. <b>Approved</b>	*MSC	
<b>Blanket Voucher Approval (BVA):</b> The following batch was presented for approval: <b>BVA No. 545202</b> for <b>\$46,827.20</b> . Commissioner Stewart provided information on several items contained in the batch including a payment to Nova Electric. This was for a budgeted repair to the Sta. 84 bay doors. He also shared there was a payment made out to NKFR. This was a reimbursement to the petty cash account for several ambulance refunds. Commissioner Huntington inquired about the purchase shown for Sta. 81 bay doors. Commissioner Stewart reported this was a repair for springs and wiring. <b>Approved</b>	*MSC	
<b>Public Comment:</b> Chair Pearson called for public participation. There was none.		
<b>Unfinished Business:</b> <b>Electronic Signatures:</b> DAS Patti reported the County has not responded to her request for information regarding electronic signatures. She did add that the County has been busy implementing its new payroll system and has been very busy. For now, she would like to have the Board sign documents using the program DocuSign. This program has been used by other State agencies and is very easy to use. DAS Patti will send out the meeting materials from the April meetings to the Board to review and sign.		<b>DAS Patti</b>

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<p><b><u>New Business:</u></b></p> <ol style="list-style-type: none"> <li><b>1. MOU-2020-01 – Uniform and Non-Uniform Represented Personnel Salary Benefit (signature needed):</b> DAS Patti reported these MOU's address the wage opener that was approved at the end of 2019. When we passed the Resolution we did not obtain signatures on the MOU's and this was needed for our records. DAS Patti made the recommendation for the Board to approve the MOU's as presented. <b>Approved</b></li> <li><b>2. MOU-2020-02: Uniform Personnel Sick Leave Cash Out –</b> AC LaGrandeur provided information on this MOU that was presented for review and approval by the Union. This MOU allows the Union members that have announced their intent to retire to vote on additional sick leave cash-out option that would be available to retiring members. The MOU would expire at the end of 2020 since we are going into contract negotiations very soon. Chair Pearson remarked he and Commissioner Gregory have reviewed this MOU prior and both agree this is a good idea and thanked the Union for bringing this forward. There was a discussion on the voting arrangements and the requirements under the law. <b>Approved</b></li> <li><b>3. Kitsap County Payroll Process:</b> DAS Patti provided an update on the new Kitsap Co. Payroll process called Workday. AA Moran and DAS Patti have been working diligently with the payroll team at the County to ensure our information has been transferred from the previous antiquated system. It has not been without struggles however, we believe we are in a great place now and payroll should become easier each month. She remarked it is never a great time to introduce a program during a pandemic and the County has been working to ensure everyone gets paid correctly. She added the County will go live with the financial portion of Workday in 2021. Chair Pearson thanked DAS Patti and AA Moran for their work on this program.</li> </ol>	<p><b>*MSC</b></p> <p><b>*MSC</b></p>	
<p><b><u>Public Comment:</u></b> Chair Pearson called for public participation. There was none.</p>		
<p><b><u>Good of the Order:</u></b> Chair Pearson expressed his gratitude for everyone's participation in this new way to conduct business and thanked everyone for stating their names as motions were moved and seconded.</p>		
<p>There being no further business to conduct, <b>the meeting was adjourned at 7:37 p.m. Approved</b></p>	<p><b>*MSC</b></p>	

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DocuSigned by: <u>Patrick Pearson</u> Commissioner	DocuSigned by: <u>Wilson J Stewart</u> Commissioner
DocuSigned by: <u>John Huntington</u> Commissioner	DocuSigned by: <u>Stephen Newport</u> Commissioner
DocuSigned by: <u>[Signature]</u> Commissioner	DocuSigned by: <u>Katie Patti</u> Attest

04/27/20 - Regular Meeting

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

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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 4/13/2020</b>	Motion by Commissioner: Gregory	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>BVA No. 545202 for \$46,827.20</b>	Motion by Commissioner: Stewart	Moved to approve BVA No. 545202 as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
<b>MOU 2020-01: Uniform and Non-Uniform Personnel Salary Benefit</b>	Motion by Commissioner: Gregory	Motion to approve MOU 2020-01 as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention

04/27/20 - Regular Meeting

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

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**MOTION SHEET- 2 of 2**

**ACTION ITEMS**

Topic	Motion	
<b>MOU 2020-02: Uniform Personnel Sick Leave Cash Out</b>	Motion by Commissioner: Gregory	Motion to approve MOU 2020-02 as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	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 7:37 p.m.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

\* O = Opposed; A = Abstention