

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

**Date:** 5/11/2020

**Time:** 7:03 p.m.

**Place:** Virtual Meeting using Teams

<b>Meeting called to order by Chair Pearson at 7:03 p.m.</b>		
<b>Present:</b> Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, A/C LaGrandeur, A/C Moran, DAS Patti, AA Moran, 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 requested a topic be added under New Business titled WFCB Webinar Series. The agenda was approved as amended. <b>Approved</b>	*MSC	
<b>Meeting Minutes:</b> A review of the meeting minutes from the April 27, 2020 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 No. 545521</b> for <b>\$73,495.08</b> ; <b>BVA No. 545531</b> for <b>\$18,537.01</b> ; <b>BVA No. 545375</b> for <b>\$86,647.35</b> ; <b>BVA No. 545859</b> for <b>\$3,007.61</b> ; <b>BVA No. 545851</b> for <b>\$40,710.04</b> . Commissioner Stewart reviewed the BVA's with the Board. Commissioner Neupert asked if BVA No. 545375 was the benefit checks DAS Patti mentioned in the prior meeting. There were other inquires to include the payment for Advanced Door Service for Station 84 bay doors and a voucher for West Coast Fire for rescue equipment that AC Moran reported is the new battery operated equipment that was ordered for several engines. <b>Approved</b>	*MSC	
<b>Payroll:</b> DAS Patti presented May's Payroll Affidavit in the amount of <b>\$531,875.35</b> for Board review and approval. She remarked one Student Firefighter – Michael Labadie has left the organization and has accepted a career position at So. Kitsap Fire. <b>Approved</b>	*MSC	
<b>Public Comment:</b> Chair Pearson called for public participation. There was none.		
<b>Chief's Reports:</b> <ul style="list-style-type: none"> <li><b>Chief Smith:</b> He provided an email of his report prior to the Board Meeting. The Board had several questions regarding his report. Commissioner Pearson inquired about the Sta. 87 project and when it will begin and when it will end. AC Moran reported we are still in the permitting process. Prior to COVID was to get someone to build</li> </ul>		

05/11/20 - Regular Meeting

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

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<p>it in a timely manner. Once AC Moran has more information he will share that with the Board. Have we been asked to remove our belongings from the Eglon building? This was prior to COVID. We plan to do this in the next couple weeks.</p> <p>Chief asked the Board to consider an extension of AA Moran's retirement date. As you are aware she was scheduled to retire at the end of this month. We would like to have her continue with us on a month to month basis to assist in the Administrative Services Division. The Board agreed to extend AA Moran's employment contract on a month to month basis. <b>Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>A/C LaGrandeur:</b> He shared that the total call volume for April was 217. Of this total, 37% were non-EMS calls and 63% were EMS calls. While the call volume has increased recently, we're still well below last year's numbers for the months of March and April.</li> </ul> <p>The total for overtime in April was 355.5 hours with nine hours of comp time earned. He was pleased to report that Firefighters Russell Fergus and Charlie Hough passed their probationary year. Both were given their final evaluations in April and FF/PM Mike Nicholas started working on A Shift in April.</p> <p>Our department's response during the pandemic is still under a weekly incident action plan and county-wide response directive. Crews continue to wear the required personal protective equipment for each medical response and regularly clean and disinfect our stations and apparatus. To date, we've had two department members who have been positive for COVID-19 and both are fully recovered and responding again.</p> <p>Antibody testing plans are in the development phase. We're working with Poulsbo Fire Department to conduct the testing, which is being supported by two local doctors and a nurse who have volunteered their time to make it happen. More information to follow.</p> <ul style="list-style-type: none"> <li>• <b>A/C Moran:</b> He shared a couple of quick items with the Board. The drill ground academy started on May 4<sup>th</sup> in cooperation with East Jefferson and Port Ludlow. The students are practicing social distancing. Live fire training will take place in June. He reported we have received all the PPE that was ordered a month ago however, we will be returning it due to poor quality. A UV light sanitizing box for each Sta. is on order. This device will be used to sanitize small devices such as tablets. We have also ordered a static sprayer to use to sanitize the rigs. He provided a brief overview of the Capital Projects that Chief Smith discussed.</li> </ul>	<p><b>*MSC</b></p>	
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<b>Unfinished Business:</b> There was no unfinished business to report.		
<b>New Business:</b> <b>1. WA State Auditor- Annual Report:</b> DAS Patti provided an update that she has been working on preparing the 2019 Annual Report for review at the next Board Meeting. The initial deadline was Friday, May 29 <sup>th</sup> , however, Governor Inslee pushed the deadline to May 31 <sup>st</sup> . We may see another extension however, she doesn't believe we will need it. Commissioner Pearson inquired if we can send in the report if completed before the deadline. DAS Patti reported yes!  <b>2. WFCB Webinar's:</b> Commissioner Pearson shared that the WA Fire Commissioners put out an email notice for two upcoming virtual seminars being put on by Attorney Brian Snure. If you are interested in attending one or both, please let DAS Patti know so she can register you.		
<b>Public Comment:</b> Chair Pearson called for public participation. There was none.		
<b>Good of the Order:</b> <ul style="list-style-type: none"> <li>DAS Patti thanked the Board for completing the signing of the Board documents using DocuSign. She shared she sent this information to the County for their records.</li> <li>County Commissioners Update: Commissioner Neupert reported the County Commissioners Executive Board will be meeting via Zoom next week.</li> <li>Reminder that our next meeting will take place on Tuesday, May 26<sup>th</sup> due to the Memorial Day holiday on Monday.</li> </ul>		
There being no further business to conduct, <b>the meeting was adjourned at 7:37 p.m. Approved</b>	<b>*MSC</b>	

DocuSigned by:  
  
 Patrick Pearson  
 Commissioner

DocuSigned by:  
  
 Wilson Stewart  
 Commissioner

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DocuSigned by:

*John Huntington*

Commissioner

DocuSigned by:

*Stephen Neupert*

Commissioner

DocuSigned by:

*[Signature]*

Commissioner

DocuSigned by:

*Katie Patti*

Attest

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**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
ACTION ITEMS**

Topic

Motion

<b>Acceptance of the Agenda</b>	Motion by Commissioner: Gregory	Motion to approve the agenda with addition as presented.
	2 <sup>ND</sup> by Commissioner: Huntington	
	Carried/Vote	
<b>Approval of the Minutes for 4/27/2020</b>	Motion by Commissioner: Neupert	Motion to approve the minutes as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	
<b>Voucher Approval:</b> BVA No. 545521 for \$73,495.08 BVA No. 545531 for \$18,537.01 BVA No. 545375 for \$86,647.35 BVA No. 545859 for \$3,007.61 BVA No. 545851 for \$40,710.04	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 <sup>ND</sup> by Commissioner: Neupert	
	Carried/Vote	
<b>Payroll approval for May in the amount of \$531,875.35</b>	Motion by Commissioner: Huntington	Motion to approve May Payroll as presented.
	2 <sup>ND</sup> by Commissioner: Gregory	
	Carried/Vote	

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\* O = Opposed; A = Abstention

**MOTION SHEET- 2 of 2**

**ACTION ITEMS**

Topic	Motion	
<b>Extend AA Moran's retirement date and extend her employment agreement on a month to month basis.</b>	Motion by Commissioner: Neupert	Motion to delay retirement and extend AA Moran's agreement 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 7:37 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