

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

Date: 6/8/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m.		
Present: Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, AC Moran, DAS Patti, Community Services Specialist Laboda, AA Moran		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
<u>Meeting Agenda:</u> The Board reviewed the meeting agenda. The agenda was approved as submitted. Approved	*MSC	
<u>Meeting Minutes:</u> A review of the meeting minutes from the May 25th, 2020 Board Meeting was conducted. The minutes were approved as presented. Approved	*MSC	
<u>Blanket Voucher Approval (BVA):</u> The following batches were presented for approval: BVA No. 547026 for \$535.81 and BVA No. 547030 for \$4,596.72 and BVA No. 547030 for \$4,596.72 . Commissioner Stewart reviewed the BVA's with the Board. He remarked the total of BVA No. 547026 was lower than usual due to a credit for a return that was made. Approved	*MSC	
<u>Payroll:</u> DAS Patti presented June's Payroll Affidavit in the amount of \$523,188.21 for Board review and approval. She remarked that there weren't many changes. She reviewed how benefits are paid. Approved.		
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		
<u>Chief's Reports:</u> <ul style="list-style-type: none"> Chief Smith: He prepared and submitted his report to the Board via email. His report outlined the following topics: impacts of the Phase 2 of the Governor's "Safe Start" reopening plan on the district; Revenue is down 19% in comparison to May, 2019. A primary cause is low call volume resulting in a reduction of transport revenue; Expenses are also down- year-end projections would indicate we are currently \$1,084,504 under budget; AC Moran has completed the bid requirements for the Sta. 87 Project and are undergoing legal review; the County Fire Chiefs continue to discuss the conception of a County wide Fire Service Training Division. 		

06/8/20 - Regular Meeting

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

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- **AC LaGrandeur:** He shared that total call volume was 226 for May. Of this total, 30% were non-EMS calls. He shared that call volume has increased slightly, however, we are approximately 14.5% lower in volume than we were during this same time in 2019. Transports are down 29% from last year. He attributes the reduction in citizens not wanting to call 911 due to fears of contracting Covid-19.

Overtime for May was 220.75 hours, with 24 hours of comp time earned. Of the two personnel who were on light duty one has returned to shift work. He shared that sick leave was also down. He attributed this to us turning the corner on cold and flu season. FF/PM Mike Nicholas is being evaluated by our Medical Program Director tomorrow and upon completion he will be signed off to work on a medic unit without a preceptor. He has done well so far and has had some good calls.

Our response during the pandemic is still under an incident action plan and county –wide response directive. Crews continue to wear the required PPE for medical response and continue to clean stations and apparatus. The latest update in the directive requires all personnel to wear masks while in the station.

We participated in antibody testing with Poulsbo Fire. He reported all members who participated in the testing process, were negative for Covid-19 antibodies.

- **AC Moran:** He reported that the academy activity is winding down. Remaining items include live fire training this week followed by several tests the following week. DC Abrigo is working on how to safely hold a graduation.

He shared that we are moving forward with the build at Station 87. The bid documents were sent to legal for review. At this point bid opening will occur on July 14th. This is the only facilities project that we are actively pursuing. Chief and AC will discuss purchasing the new engine for 2021.

Commissioner Neupert asked how many NKFR students will be graduating from the academy. AC Moran remarked that we have four – the fifth student was injured and was unable to continue.

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<p><u>Unfinished Business:</u> WA State Annual Report: DAS Patti reviewed the completed 2019 Annual Report with the Board. She thanked AA Moran for her assistance throughout the process. The report has been uploaded to the State Auditor and will be reviewed during our upcoming 2018/2019 audit. The Board thanked DAS Patti and AA Moran for their work on the report.</p>		
<p><u>Public Comment:</u> Chair Pearson called for public participation. There was none.</p>		
<p><u>New Business:</u> Annual Insurance Renewal: DAS Patti reviewed the annual renewal documents provided to the district by EHL Insurance. She added our policies are very robust and provide excellent coverage. The annual rate increased by 5%, which has been a common trend in the industry. DAS Patti expressed her thanks to Fleet Maintenance Supervisor (FMS) Lacey for his help with ensuring the apparatus records for the renewal were accurate. Chair Pearson asked DAS Patti to thank FMS Lacey on behalf of the Board. The Board moved to approval the renewal of the insurance policy for 2020-2021 as presented. Approved.</p>	<p>*MSC</p>	
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • Commissioner Pearson reported he and Commissioner Stewart attended the Snure Seminar. They enjoyed the virtual conference. There was discussion in regards to the Governor's upcoming press conference where he may approve meetings to be held in person. We will know more next week. • Commissioner Neupert inquired if we are doing anything for SA Ariwoola's retirement. DAS Patti shared plans for a luncheon once Covid restrictions have been removed. We do not have a date yet – more to follow. DAS Patti plans to pass around a card for the crews to sign. 		
<p>There being no further business to conduct, the meeting was adjourned at 7:43 p.m. Approved</p>	<p>*MSC</p>	

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DocuSigned by:

Patrick Pearson

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Commissioner

DocuSigned by:

John Pearson

Commissioner

DocuSigned by:

Wilson J Stewart

734A8D9FD83D480...

Commissioner

DocuSigned by:

Stephen Neupert

E47BC764DE1A46C...

Commissioner

DocuSigned by:

John Huntington

EAA53A87301E4DE...

Commissioner

DocuSigned by:

Katie Patti

Attest

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

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Huntington	Motion to approve the agenda as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 5/25/2020	Motion by Commissioner: Neupert	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 No. 547026 for \$535.81 BVA No. 547030 for \$4,596.72 BVA No. 547032 for \$24,008.07	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll approval for June in the amount of \$523,188.21	Motion by Commissioner: Huntington	Moved to approve payroll as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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Renewal of Insurance	Motion by Commissioner: Neupert	Moved to renew insurance as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:43 p.m.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention