

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

Date: 7/13/2020

Time: 7:00 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:00 p.m. Present: Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, AC Moran, DAS Patti, Community Services Specialist Laboda, AA Moran Excused: Commissioner Gregory		
<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 June 22, 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. 548632 for \$5,349.03 and BVA No. 548639 for \$6,697.90 and BVA No. 548642 for \$35,956.27 . Commissioner Stewart reviewed the BVA's with the Board. He remarked there were three COVID charges that amounted to just over \$700 to include a "sneeze guard" purchased to put at the front counter as a protective measure against COVID. Commissioner Neupert verified that the \$7k charge was for PPE cleaning. Approved	*MSC	
<u>Payroll:</u> DAS Patti presented July's Payroll Affidavit in the amount of \$535,705.75, for Board review and approval. The volunteer amount was higher than usual because it includes the quarterly stipends for the volunteers. This affidavit also included Staff Assistant Ariwoola's final pay. Approved.	*MSC	
<u>Resolution's for Approval:</u> The following Resolutions were presented for approval. <ul style="list-style-type: none"> • Resolution 2020-14: Probationary BC Mock to Commissioned BC with a 5% Education Incentive • Resolution 2020-15: Probationary LT R. Williams to Commissioned Lt. • Resolution 2020-16: FF's Brown, Cooper and Cryder to FF Step 1 • Resolution 2020-17: Step Increases for FF's Randles and Murray to Top Step FF 	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		

07/13/20 - Regular Meeting

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

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Chief's Reports:

- **Chief Smith:** He prepared and submitted his report to the Board via email. His report outlined the following topics with the Board.
 - Kitsap County remains in Phase 2 of the Governors "Safe Start" reopening plan and the regulations surrounding in-person meetings and the continued closure of all of our buildings. He remarked L&I has not provided a ruling regarding an exemption to fire agencies re: mask usage in the station.
 - The recent cancer diagnosis of Maint Supervisor Robert Lacey. We are doing whatever we can to support him on this journey. He has transitioned to working from home in the meantime.
 - ILA proposal with East Jefferson Fire & Rescue (EJFR) for Chief Smith to act as interim Chief until a new Chief is hired.
 - Finally, discussion among the Fire Chief's continues regarding the conception of a Kitsap Co. Fire Service Training Division. He encouraged the Board to let him know if there are any concerns.

Commissioner Pearson reported that Commissioner Gregory was unable to attend the meeting but she fully supports the ILA with East Jefferson.

- **AC LaGrandeur:** He shared that the call volume for June was 234 incidents of those, 71% were EMS calls, 29% were non-EMS. Crews responded to one structure fire on June 4th. The fire started as a car fire and spread to a small outbuilding. He shared that call volume is still below normal levels. We had 327.5 hours of overtime in June with no comp time accrued. Most of those hours were attributed to shift coverage.

Firefighter testing was concluded at the beginning of July. Conditional offers of employment were made to three of our intern firefighters: Clifton McKenzie, Jesse Ramos, and Samuel Strausz. They'll complete their pre-employment process over the next month. We'll set a start date as career employees based on the completion of that process.

An announcement was made for promotional testing, which will take place in November. Our current promotional list, which is also used for filling acting officer roles, expires December 1, 2020. We also anticipate the need to fill officer positions pending possible retirements at the end of this year. This testing will be for the positions of Lieutenant and Battalion Chief.

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<p>July 4 was a busy day in spite of the lack of our normal public activities, which were cancelled due to the pandemic. We ran 16 calls from 8:00 AM on July 4 to 8:00 AM on July 5. There were two calls that were fireworks related, including a small brush fire near the Kingston Ferry and one injury caused by fireworks.</p> <p>We're beginning negotiations for both of our collective bargaining agreements (uniformed and non-uniformed). Our first meeting is tomorrow morning. I'll keep the Board informed of our progress as we move forward.</p> <p>We continue to operate under a county-wide incident action plan during the COVID-19 pandemic. This is being update monthly now and we continue to have success in both our response to possible cases and protecting our personnel from COVID-19.</p> <ul style="list-style-type: none"> • AC Moran: He provided an update on the Station 87 apparatus storage project. We are awaiting a permit to complete the demolition. We received two bids to construct the building which DAS Patti sent to you to review. Our recommendation is to go with the lower of the two bids. This item is listed under new business for review and approval. In other news, three of our four electrostatic guns are in and should be shipped out soon. As cases of COVID-19 ramp up, these guns aid us in disinfecting our apparatus. We are also prepared with extra PPE. 		
<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> • Purchase of the 2021 Spartan Pumper Apparatus: AC Moran reported we had originally spec'd this engine out with the intent to purchase it in 2021. We were notified of a price increase of 5% after July 16th. AC Moran requested approval from the Board to move forward with our order now to avoid this increase. He provided two quotes to the Board for review to include the cost of one engine vs two. Chief Smith reported we have plans to replace Engine 81 in 2025 however, if the Board was interested in purchasing a second engine it would provide a cost savings of approximately \$135k. There was discussion amongst the Board and the decision was made to purchase one engine now and wait to purchase a second. Approved 	*MSC	
<p><u>Public Comment:</u> Chair Pearson called for public participation. There was none.</p>		

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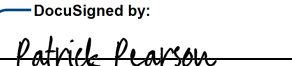
**NORTH KITSAP FIRE & RESCUE
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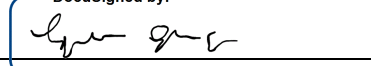
Date: 7/13/2020

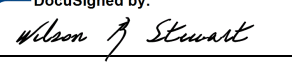
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<p><u>New Business:</u></p> <p>Apparatus Storage Facility at Station 87: We had six initial inquiries and two contractors' that submitted bids to build our apparatus storage facility at Station 87.</p> <p>The two bids received were:</p> <ol style="list-style-type: none"> 1. Sound Building Systems for \$106,310.86 (not including sales tax or performance bond cost) 2. Nordland Construction for \$189,000.00 (not including sales tax or performance bond cost) <p>AC Moran made a recommendation to the Board to accept the bid with Sound Building Systems. The Board elected to award the bid to Sound Building Systems. Approved.</p> <p>Inter Local Agreement with East Jefferson Fire & Rescue: Discussion on the business was discussed during Chief Smith's report. There were no further questions. DAS Patti will send out the ILA via DocuSign this evening. Approved.</p>	<p>*MSC</p>	
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> • Commissioner Neupert reported there was an article in the Kitsap Sun regarding their Assistant Chief position at Bremerton Fire Department. Chief Smith shared that this issue has no impact on our organization. 	<p>*MSC</p>	
<p>There being no further business to conduct, the meeting was adjourned at 7:59 p.m. Approved</p>	<p>*MSC</p>	

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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: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Approval of the Minutes for 6/22/2020	Motion by Commissioner: Stewart	Motion to approve the minutes as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Voucher Approval: BVA No. 548632 for \$5,349.03 BVA No. 548639 for \$6,697.90 BVA No. 548642 for \$35,956.27	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Payroll approval for July in the amount of \$535,705.75	Motion by Commissioner: Huntington	Moved to approve payroll as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

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Resolution 2020-14: Probationary BC Mock to Commissioned BC	Motion by Commissioner: Neupert	Motion to approve Resolution 2020-14 as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Resolution 2020-15: Probationary Lt. R. Williams to Commissioned Lt.	Motion by Commissioner: Huntington	Motion to approve Resolution 2020-15 as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Resolution 2020-16: Probationary FF to Step 1 FF for Brown, Cooper, and Cryder	Motion by Commissioner: Huntington	Motion to approve Resolution 2020-16 as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Resolution 2020-17: Step Increase for FF's K. Murray and J. Randles	Motion by Commissioner: Stewart	Motion to approve Resolution 2020-17 as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Station 87 Apparatus Facility Bid Award	Motion by Commissioner: Neupert	Motion to accept the bid from Sound Building Systems as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	

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2021 Spartan Apparatus Purchase	Motion by Commissioner: Huntington	Motion to purchase one (1) Spartan apparatus as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
ILA East Jefferson Fire & NKFR	Motion by Commissioner: Stewart	Motion to enter into an ILA with East Jefferson Fire as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Neupert	Motion to adjourn the meeting at 7:59 p.m.
	2 ND by Commissioner: Stewart	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention