

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

Date: 7/27/2020

Time: 7:08 p.m.

Place: Virtual Meeting using Teams

Meeting called to order by Chair Pearson at 7:08 p.m. Present: Commissioner Gregory, Commissioner Huntington, Commissioner Neupert, Commissioner Pearson, Commissioner Stewart, Chief Smith, AC LaGrandeur, DAS Patti, CSS Laboda		
<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 July 13, 2020 Board Meeting was conducted. The minutes were approved as presented. Approved, One Abstention	*MSC	
<u>Blanket Voucher Approval (BVA):</u> The following batches were presented for approval: BVA No. 549339 for \$83,560.40 and BVA No. 549346 for \$59,261.21 . Commissioner Stewart reviewed the BVA's with the Board. He noted Batch No. 549339 was for benefits and the amounts seemed appropriate. The second batch included a voucher for L & I. Approved	*MSC	
<u>Public Comment:</u> Chair Pearson called for public participation. There was none.		
<u>Unfinished Business:</u> Administrative Position Update: DAS Patti provided an update on the vacant position left by the retirement of SA Ariwoola. She has been working on drafting a job description to best meet the needs of the administration. We will keep the Board updated on the progress. There was discussion on how long AA Moran will stay to help as well as any updates to our discussions with Poulsbo Fire for combining administrative duties.		
<u>New Business:</u> Financial/Payroll Software: DAS Patti spoke to the Board in regards to her experience with the new County payroll program – WorkDay. The program is not meeting our needs. In addition, the County just announced budget cuts and the decision to not bring on any new staff. She made a request to separate from the County and enter into an agreement with BIAS Software. She shared the features and benefits of the program. By implementing this program it will help streamline our processes, complete our own payroll and accounts payable including purchase orders, and provide timely and accurate reports. Chief Smith echoed our District's need to		DAS Patti to send Agreement to Legal for Review

7/27/20 - Regular Meeting

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

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

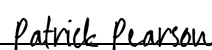
Date: 7/27/2020

Time: 7:08 p.m.

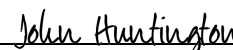
Place: Virtual Meeting using Teams

separate from the County. The Board is interested in moving in this direction but before we take any action, they would like the agreement reviewed by legal counsel.		
Public Comment: Chair Pearson called for public participation. There was none.		
<p>Good of the Order:</p> <p>Eglon Station: Chief Smith brought the Board up to date on the Eglon Station. We stored our vehicles in the building for January thru June and moved out on June 30th. They contacted us and reported they had received a tax bill from the State that they were not expecting. We learned that following the settlement, they should have filed an extension to include the property with the State. Chief Smith made a recommendation to pay a monthly facility usage fee for Jan-June. They have indicated they have filed an extension starting July 1. Commissioner Gregory asked that we obtain a copy of the exemption to verify completion. Chief Smith will follow up with all the parties and will report back.</p> <p>Kitsap County Fire Commissioners Meeting: Commissioner Stewart reminded everyone of the meeting scheduled for tomorrow night at 7pm on Zoom. The agenda will consist of a presentation by the Kitsap Co Fire Marshall.</p>		
There being no further business to conduct, the meeting was adjourned at 7:47 p.m. Approved	*MSC	

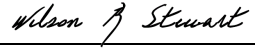
DocuSigned by:


Commissioner

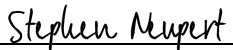
DocuSigned by:


Commissioner

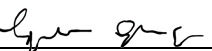
DocuSigned by:


Commissioner

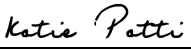
DocuSigned by:


Commissioner

DocuSigned by:


Commissioner

DocuSigned by:


Attest

7/27/20 - Regular Meeting

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

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

Date: 7/27/2020

Time: 7:08 p.m.

Place: Virtual Meeting using Teams

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

ACTION ITEMS

Topic

Motion

Acceptance of the Agenda	Motion by Commissioner: Gregory	Motion to approve the agenda as presented.
	2 ND by Commissioner: Neupert	
	Carried/Vote	
Approval of the Minutes for 7/13/2020	Motion by Commissioner: Huntington	Motion to approve the minutes as presented.
	2 ND by Commissioner: Stewart	
	Carried/Vote	
Voucher Approval: BVA No. 549339 for \$83,560.40 BVA No. 549346 for \$59,261.21	Motion by Commissioner: Stewart	Moved to approve the BVA's as presented.
	2 ND by Commissioner: Huntington	
	Carried/Vote	
Adjourn Meeting	Motion by Commissioner: Gregory	Motion to adjourn the meeting at 7:47 p.m.
	2 ND by Commissioner: Huntington	
	Carried/Vote	

* O = Opposed; A = Abstention

7/27/20 - Regular Meeting

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